



Board/Superintendent Team Training Modules

12 Common Mistakes Boards Make – 75 minutes

Understand what it takes to be an effective board member by looking at inappropriate actions and what to do when they occur.

A Look in the Mirror: Board Member Self-Evaluation – (2 sessions - 30 minutes & 2 hours)

School boards evaluate the performance of our superintendent. We monitor finances, programs and policies. But we don't always take a critical look at ourselves. High performing school boards know that the only way to build on strengths and address challenges is to examine their own governing performance. This process uses current researched school board effectiveness standards to help any board function more efficiently and effectively.

The Annual Financial Audit – 75 minutes

School district staff may be involved with various types of audits throughout the year. The Kentucky Department of Education may audit attendance, transportation or testing; the federal government may audit any of its education programs. But the school board is responsible for the district financial audit. This session helps board members better understand their role in choosing an auditor, the audit process, the timeline and specific responsibilities regarding the audit.

The Basics of Superintendent Evaluation – 75 minutes

This session is designed for board members new to the Superintendent Professional Growth and Effectiveness System (SPGES). It focuses on the importance of superintendent evaluation and provides an overview of the process and the instrument. Find out how the superintendent evaluation may be used as a model for growth, district improvement and as a way to build a positive board-superintendent relationship. *(New in 2017)*

Black and White and Grey of School Board Member Ethics - 75 minutes

School board members are decision makers. But the choices they face aren't always clear-cut, and sometimes they involve personal as well as official issues. This class is designed to provide examples of potential ethical questions that school board members face, and to encourage thoughtful consideration of how some actions and decisions can be perceived by the taxpaying public.

The Board and the New Superintendent Evaluation Process - 75 minutes

During the 2014-2015 school year, school board members were asked to become familiar with the new superintendent evaluation system (SPGES-Superintendent Professional Growth and Effectiveness System) developed by a statewide committee working with the education department. This session explains the process for effective evaluation that uses a continuous improvement model, as well as the standards in the Superintendent Leadership Plan that is part of the new system. Discussions will focus on the evaluation instrument, performance levels and examples of evidence of performance.

Board and Superintendent: Developing the Team – 3 hours

Learn more about your teammates as you participate in conversations to improve your relationships, develop guidelines for working together as a team and assess your future needs as a team to meet the challenges and issues facing your district.

Board & Superintendent Relationship (with Quiz) – 75 minutes

Develop a better understanding of the relationship between board member and superintendent and the importance of good communication and trust. Includes an assessment of the relationship between a Board member and their Superintendent with regards to specific roles and behaviors.

Bridging the Gaps – School Board and School Councils Working Together (Includes “Whose Job is it Anyway?”) – 75 minutes

Learn how School Boards and School Councils can work together to ensure high levels of student achievement for all students.

Capital Funds – 75 minutes

Capital Funds are the source of protected monies to support the renovation and construction of school facilities. Would you like to know how these funds are generated? Would you like to know what restrictions are applied to these funds? Come and learn the details about capital funds, bonding capacity, and issuing bonds as well as the capital funds request form and how these funds may be used for operating expenses.

Congratulations! You Made the Team! (For new board members – very basic) – 75 minutes

Designed to provide new board members with an overview of the skills and knowledge necessary to become effective members of their district Board/Superintendent team.

Effective School Boards and Good School Board Members (Roles and Responsibilities) – 75 minutes

Review of the roles and responsibilities as well as the qualities of effective school board members. Includes guidelines for being an effective member of the board and behaviors to avoid as a good board member.

Effectively Evaluating Your Superintendent - 2 hours

Responsibilities of KY school board members include the hiring and evaluation of the district superintendent. Effective evaluation doesn't just happen; it takes planning, preparation and board/superintendent team conversations. This session looks at state regulations, local board policies and the importance of an effective superintendent evaluation. It explores the skills necessary to become more effective evaluators, assists the board/superintendent team in exploring evaluation instruments and discusses the development of an effective evaluation process for your district.

Effectively Utilizing the SPGES – 75 minutes

You've learned the basics of the Superintendent Professional Growth and Effectiveness System and your board has used it to evaluate the superintendent. Now what? This session is designed to help boards refine the process and get the most out of the instrument by discussing real-life scenarios from Kentucky districts. Learn what the boards did in each case, what they would do differently and decide what you would have done. *(New in 2017)*

The Ethics of School Board Service – 75 minutes

For the board to maintain the trust of its community and ensure high levels of student learning, its decisions and behavior must be grounded in good ethics. Ethical behavior builds trust at all levels, sets the tone for what is right to do, promotes good decision making, helps build collaborative relations, and improves morale. This session will help board members have a better understanding of why ethics matter in school board service. *(New in 2017)*

Ethics and the School Board Meeting – 75 minutes

Effective school board leadership often involves making ethical decisions. This session looks at board member roles and responsibilities, as well as best practices before, during and after the school board meeting.

Evaluating the Superintendent – Looking Back and Moving Forward – 75 minutes

During the 2014-15 school year, school boards became familiar with the new Superintendent Professional Growth and Effectiveness System. The following year brought implementation in all Kentucky school districts. Use this session to discuss successes and challenges of the new instrument and process, along with best practices to ensure the SPGES assists your board/superintendent team to become more effective leaders.

Finance II: Dollars and Sense - 75 minutes

Participants will learn about the budgetary process and how to provide guidance and oversight of a fiscally responsible budget that supports the mission of the district. Learn about the different funding sources including restricted and discretionary funds, how to ask the right questions and identify budget "leaks". (Includes budgetary decisions, requirements, reporting and timelines)

Finance III: Dollars and Decisions - 75 minutes

This session extends the budgeting and resource allocation down to the "desktop". Participants will learn how policy and discretionary decisions impact instructional quality at the school level including classroom sizes and instructional material. The session will cover the decision making process from student data desegregation, identifying cognitive and non-cognitive needs and prioritizing allocation of funds. (Includes school resource allocations, data driven decision making, staffing formulas, the role of the site based council and comprehensive school improvement plans.)

Financial Audit Recommendations for Effective School Boards – 75 minutes

Based on the findings of 21 school district audits, the state auditor's office in August 2015 released recommendations to help school districts become more efficient and effective in using taxpayers' dollars. The recommendations are aimed at local boards of education, superintendents, management, and school councils. This session focuses on the latest recommendations local school boards can use to ensure effective financial oversight. *(New in 2017)*

Focused Agendas – 75 minutes

Learn how to improve the effectiveness of your school board meetings using agendas focused on student achievement. Topics for discussion in this session include different types of meetings, use of a consent agenda, and examples to link the board meeting agenda to the district goals.

Fraud – Are You At Risk? – 75 minutes

Learn how internal controls and segregation of duties not only help district fiscal operations, but minimize the risk of fraudulent activity.

Health, Wellness & Academic Success - 75 minutes

School districts play a critical role in addressing the physical, mental, social and environmental factors related to health and well-being of students and staff. In this training session, board/superintendent teams will gain a better understanding of the Coordinated School Health model as well as the role of the board in improving health and wellness and ensuring success for all students.

Introduction to the KSBA Alternative Strategic Planning – 75 minutes

Learn the framework for development, adoption, implementation and monitoring of a district Strategic Plan. This session leads the board in the steps for development of the District Vision statement, Mission statement, Core Value statements and district strategic objectives.

Is a Recallable Nickel in Your Future or Should It Be?

Whether your board is considering an additional 5-cent equivalent tax dedicated to facilities or should be considering such a move, this training provides a decision framework for use in contemplating such action. Elements include the legal requirements involved and considerations from both strategic and tactical viewpoints.

Leading Effective Meetings: A Board's Guide to Parliamentary Procedure – 75 minutes

Are your meetings disorganized and chaotic? This session provides a basic understanding of Roberts Rules of Order as well as the concepts of parliamentary procedures for school board meetings. Includes discussion of basic terms and motions.

Making Sense of Dollars: Presenting Financial Information to Non-Financial Audiences - 75 minutes

If you think school finance is a tough topic to tackle, consider how mind-boggling it is for the people who pay the taxes that fund your programs. This class, developed with help from members of the Kentucky Association of School Business Officials, offers ideas and calendar opportunities to spell out school budgets and taxes to the community.

More MUNIS Mysteries Revealed: Fund 2 – 75 minutes

This session will help board members to better understand the Municipal Information System (MUNIS) for fund accounting used in school district budgets, with an emphasis on Fund 2. Fund 2 encompasses funds earmarked for state, federal or local grants such as Title I, special education, professional development, safe schools, textbooks and preschool, among others. Discussions focus on how the major Fund 2 grants are calculated and awarded as well as acceptable expenditures. *(New in 2017)*

Orientation for Local School Board Teams – 4 hours (3 sessions)

Orientation refers to the act of positioning yourself in a new place or adapting to a new reality. For school board members, that might mean understanding a new law, getting to know a new superintendent, or coming together as a board team when new members join after an election or appointment. The goal of this 4-hour, customized training is to build an effective school board team on a foundation of knowledge and best practices. This session will not only help new board members get started, but help unify your board team.

Preschool and the School Board – 75 minutes

This session examines the educational, economical and ethical reasons for establishing a high quality preschool, including what preschool is and is not. It identifies the role of the school board as well as specific actions that board members may take to get started.

The Role of the Board Chair – 75 minutes

Learn about the vital role of the school board chairperson in setting the tone for the district through effective meetings as well as how the chairperson can help build a culture of trust in the district and in the community.

**School Board Fiscal Responsibilities: Driving Success Through Informed Decisions - Part I
A - 75 minutes**

This is the first of a two-part session that will examine the broad fiscal responsibilities of school boards related to "non-cognitive" issues (including procurement, facilities, transportation, financial reporting and audits).

**School Board Fiscal Responsibilities: Driving Success Through Informed Decisions - Part I
B - 75 minutes**

This is the second of a two-part session that examines the broad fiscal responsibilities of school boards related to cognitive needs. Learn how school boards can support district goals and prioritize allocation of resources that drive student achievement.

Setting Tax Rates Made Easy - 75 minutes

Every school board is required to set an annual tax rate - but not every board member enjoys doing it. Learn the nuts and bolts needed to tackle this challenge with confidence.

Shared Leadership – 75 minutes

Work with your Board/Superintendent team to discuss your unique roles as you develop strategies to promote a culture of shared leadership in your district.

Shared Leadership for Our Shared Purpose – 3 hours

Work with your fellow board members, school council members and district staff as you discuss your unique roles as part of the district leadership team. Conclude with the development of next steps and strategies to continue the collaborative work for students in your district.

Social Media, School Leaders and Ethics - 75 minutes

School and district leaders have a greater ability to connect with students, parents, staff and other stakeholders, thanks to the growing use of social media such as Facebook and Twitter. But social media outlets carry their own sets of challenges, especially on the ethical management of district and personal use. This course introduces participants to the basics of social media, ethical problems and opportunities for leaders and their districts.

Successful Board Meetings - 75 minutes

Are your board meetings long, boring entertainment for the local media? In this training module, explore basic elements to ensure engaging, effective board meetings focused on student learning. Includes an overview of best practices for the meeting agenda, responsibilities of the board chairperson and discussions about how to make the most of your school district board meeting.

Superintendent Effectiveness - 75 minutes

One of the most important responsibilities of Kentucky school board members is to hire and evaluate the district superintendent. Regardless of the type of instrument a district uses, this session will help board members understand the importance of an effective superintendent evaluation and explore the skills necessary to become more effective evaluators. It also provides an overview of effective evaluation instruments and effective evaluation processes.

Supporting Student Achievement through Effective Board Governance – 2 hours

Being a school board member isn't always easy. Sometimes the lines of roles and responsibilities get blurry. This session focuses on effective governance from both the board members' and superintendent's point of view, covering best practices for creating and maintaining a healthy and productive board/superintendent relationship, and pitfalls to avoid. Participants discuss characteristics of highly effective school boards and learn how to send the message to school staff and the community that even though individual members might not always agree, they are a board TEAM, making solid decisions.

Troubling Board Behaviors – 75 minutes

Believe it or not, school boards are not always the picture of a perfect, cohesive team. In this session explore ways to address troubling board member behavior before it takes over your meeting.

Understanding the Board's Role in the Superintendent Professional Growth and Effectiveness System (SPGES) - 75 minutes - What, when, why and how? These are all questions school board members are asking about the new evaluation system for superintendents. In this session find out the history behind the changes as well as current regulations and policy. Formative and summative evaluation instruments, the process and the responsibilities of board members in an effective superintendent evaluation are also reviewed in this introductory session.

Whose Job Is It Anyway – Board, Superintendent or Council (Includes What Councils Do) - 30 to 45 minutes

Assessment to review the roles and responsibility of the Board member, Superintendent and SBDM Council member and how they work together for students. Includes reference to specific tasks and statutes outlining responsibilities of each group.

The Leadership for Student Learning Series - These board/superintendent team training sessions are based on principles from the Lighthouse Project research. Each session generates board/superintendent team discussions around the five leadership roles of school board members as they work to improve student achievement.

Leadership for Student Learning – Commitment to All – 2 hours

Explore the commitment and no excuses attitudes necessary to achieve high levels of student achievement.

Leadership for Student Learning – The Community Connection – 75 minutes

As elected leaders, explore ways for board members to involve the community by clarifying expectations, identifying roles for the community and engaging parents in student learning.

Leadership for Student Learning – Improving Instruction – 75 minutes

Research shows that successful school districts understand that teaching has the greatest impact on student learning. This session explores the role of the board in ensuring success for all students through high quality teaching and learning.

Leadership for Student Learning – Setting Clear and Focused Goals – 75 minutes

High levels of student achievement are found in districts committed to a narrow focus. Explore how boards can set goals that are non-negotiable, aligned, monitored and supported by district resources.

Leadership for Student Learning – Staying the Course for Improvement – 75 minutes

Understand why the board must remain committed to the improvement efforts while being able to confront the challenges, make adjustments, and celebrate successes.

Leadership for Student Learning – Making Professional Development Relevant and Useful – 75 minutes

Learn how school boards can help build strong, collaborative workplaces through professional development policies consistent with research-based, meaning and relevant initiatives to improve teaching and learning.

Leadership for Student Learning – Effective Use of Data for Accountability and Improvement – 75 minutes

Identify how board members can use data as accountability and decision-making tools that help bring about improvements in teaching and learning.