



Board/Superintendent Team Training Courses

Courses are 75 minutes unless otherwise noted.

Courses that meet annual ETHICS training requirements.

Black and White and Grey of School Board Member Ethics

(Also counts toward annual charter authorizer training requirements.)

School board members and charter school authorizers 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 and charter school authorizers face, and to encourage thoughtful consideration of how some actions and decisions can be perceived by the taxpaying public.

Board Members & Constituents: The Ethical Edge

(Also counts toward annual charter authorizer training requirements.)

Handling constituent requests can be a simple matter – or a much tougher call, often involving ethical choices for the elected board member. The materials for this class are based on more than two decades of observing and counseling board members with some often-dicey situations for “servant leaders.”

The Ethics of School Board Service

(Also counts toward annual charter authorizer training requirements.)

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 helps board members and charter school authorizers have a better understanding of why ethics matter in school board service.

Ethics and the School Board Meeting

(Also counts toward annual charter authorizer training requirements.)

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

Social Media, School Leaders and Ethics

(Also counts toward annual charter authorizer training requirements.)

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 school board members and charter school authorizers to the basics of social media, ethical problems and opportunities for leaders and their districts.

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Courses that meet annual SUPERINTENDENT EVALUATION training requirements.

The Basics of Superintendent Evaluation

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.

The Board and the Superintendent Evaluation Process

This session explains the process for effective evaluation that uses the Superintendent Professional Growth and Effectiveness System as a continuous improvement model, as well as the standards in the Superintendent Leadership Plan. Discussions will focus on the evaluation instrument, performance levels and examples of evidence of performance.

Effectively Evaluating Your Superintendent - 2 hours

Responsibilities of Kentucky 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 board members need 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

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.

Essentials of Effective Evaluations

One of the most important responsibilities of board members is to hire and evaluate the district superintendent. Effective evaluation takes planning, preparation and board/superintendent team conversations. This session helps board members find answers to essential questions such as why, what, and how, while exploring skills necessary to become effective evaluators in an effective process.

Evaluating the Superintendent – Looking Back and Moving Forward

Use this session to discuss successes and challenges of the Superintendent Professional Growth and Effectiveness System instrument and process, along with best practices to ensure the SPGES assists the board/superintendent team to become more effective leaders.

KSBA Superintendent Evaluation

Evaluating the Superintendent is one of the school Board's most important jobs. A high-quality Superintendent evaluation process helps develop good Board/Superintendent relationships, provides clarity of roles, creates common understanding of the leadership being provided and provides a mechanism for public accountability. The KSBA Superintendent Evaluation process is a modified version of the Superintendent Professional Growth and Effectiveness System and is focused on evidence and performance expectations using research-based effectiveness standards and district goals agreed upon by the Board members and the Superintendent.

Success with SPGES

This session, designed for experienced board members, focuses on effectively using the Superintendent Professional Growth and Effectiveness System for district improvements. It covers the board's role in using SPGES to positively effect change and includes scenarios of success stories, along with examples of how the evaluation process improved board/superintendent relations and how growth plans positively impacted the district.

Superintendent Effectiveness

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.

Understanding the Board's Role in the Superintendent Professional Growth and Effectiveness System (SPGES)

What, when, why and how? These are all questions school board members are asking about the Superintendent Professional Growth and Effectiveness System for superintendents. In this session find out the history behind the system 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.

Courses that count toward annual FINANCE training requirements.

The Annual Financial Audit

(Also counts toward annual charter authorizer training requirements.)

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 Biggest Piece of the Budget Pie: Salaries & Benefits

State laws and local board policies call for Kentucky school boards to set the qualifications, duties and compensation for all school district employees. This session helps board members better understand the budget impact of salaries and benefits, salary schedules, staff funding sources, types of salary schedules, additional staff pay, and benefits for both certified and classified staff.

Capital Funds

(Also counts toward annual charter authorizer training requirements.)

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? This session provides 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.

The Capital Construction Process

This session provides an overview of the process used for capital construction projects in school districts. The discussion focuses on the role of the school board, covering topics such as facility needs, the facilities planning process, financing and bonding of capital improvements, project delivery options and contract administration.

Finance II: Dollars and Sense

(Also counts toward annual charter authorizer training requirements.)

Participants 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, about asking the right questions, finance reports, timelines and how to identify budget "leaks."

Finance III: Dollars and Decisions

(Also counts toward annual charter authorizer training requirements.)

This session extends the budgeting and resource allocation down to the students. Participants learn how school boards can support district goals and prioritize allocation of resources to drive student achievement, and how policy and discretionary decisions impact instructional quality, classroom sizes, and instructional material. The session covers the decision-making process from student data disaggregation, to identifying needs and prioritizing allocation of funds. Other topics include school resource allocations, data-driven decision making, staffing formulas, and procurement laws and policies.

Financial Audit Recommendations for Effective School Boards

(Also counts toward annual charter authorizer training requirements.)

Based on the findings of 21 school district audits, the state auditor's office has provided 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.

Fraud – Are You At Risk?

(Also counts toward annual charter authorizer training requirements.)

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

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.

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

(Also counts toward annual charter authorizer training requirements.)

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. Charter school authorizers also learn about the law's grant of financial powers to charter schools.

More MUNIS Mysteries Revealed: Fund 2

(Also counts toward annual charter authorizer training requirements.)

This session helps 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.

Overview of the Annual Financial Report and Tax Rates

This session gives an overview of the components of the Annual Financial Report and how to read the numbers that tell the financial story for a year of activity. An overview on setting tax rates is provided, including the difference in rates and their impact on continuing cost.

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions-Part I

(Also counts toward annual charter authorizer training requirements.)

This is the first of a two-part session that examines the "big picture" of school finance. Topics include the board's basic responsibility in financial matters, a review of basic terminology, fund accounting, components of the general fund, an overview of the SEEK (Support Education Excellence in Kentucky) formula, fiscal responsibilities as a Charter School Authorizer, and an explanation of the budget process.

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions-Part II

(Also counts toward annual charter authorizer training requirements.)

This is the second of a two-part session that examines the “big picture” of school finance and charter school authorizer monitoring of charter school finances. Topics include school-based decision making council allocations, audits and the audit process, charter school financial performance and monitoring, and an overview of key financial reports of the district and of the charter school.

Setting Tax Rates Made Easy

(Also counts toward annual charter authorizer training requirements.)

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.

Courses on the topic of EQUITY.

Equity and the Role of Leadership

One of the most salient factors for student achievement in a school district is effective leadership. But effective leadership without equitable policies and practices can limit student achievement. This session examines education equity and cultural competency and how these concepts impact teaching and learning. Strategies to develop equity policies at the school board level will also be provided.

The Role of School Board Members in Reducing Excellence Gaps

(Also counts toward annual charter authorizer training requirements.)

Only 4 percent of Kentucky’s low-income fourth graders and 2 percent of low-income eighth graders scored advanced on national assessments. This is one example of the seriousness of excellence gaps in this state. Learn why this is important and how school boards can help. Resources are available.

CLOSING THE GAP: The Board’s Role in Student Achievement

KSBA has been a partner with other education groups to assist local school boards in using their role to help close the achievement gap. Find out how school boards can focus on this issue by providing support to the administrative team and bringing the community into the conversations taking place within the district.

Courses on topics such as BOARD MEMBER ROLES, RESPONSIBILITIES, LEADERSHIP AND BEST PRACTICES

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 future needs as a team to meet the challenges and issues facing your district.

Board & Superintendent Relationship (with Quiz)

Develop a better understanding of the relationship between board member and superintendent and the importance of good communication and trust. This session includes an assessment of the relationship between board members and their superintendent as it relates to specific roles and behaviors.

**Bridging the Gaps – School Board and School Councils Working Together
(Includes “Whose Job Is It Anyway?”)**

Learn how school boards and school councils can work together to ensure high levels of student achievement for all students.

Common Mistakes Boards Make

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

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

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.

Roles and Responsibilities of Effective Boards and Board Members

This course reviews the roles and responsibilities as well as the qualities of effective school board members. Participants learn guidelines for being effective board members and behaviors to avoid.

Focused Agendas

Learn how to improve the effectiveness of 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.

Health, Wellness & Academic Success

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 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.

Leading Effective Meetings: A Board’s Guide to Parliamentary Procedure

Are your meetings disorganized and chaotic? This session provides a basic understanding of Robert’s Rules of Order as well as the concepts of parliamentary procedures for school board meetings. Basic terms and motions also are covered.

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

School boards evaluate the performance of the superintendent. They monitor finances, programs and policies. But they don’t always take a critical look at themselves. 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, research-based school board effectiveness standards to help any board function more efficiently and effectively.

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 not only helps new board members get started, but helps unify the board team.

Preschool and the School Board

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

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 District Goals: The Map for Success

Board members are the leaders in their school district, so it's critical for them to know where they – and the district – are headed. Just as a cellphone or GPS is used for directions, district goals provide directions for decision making at the board table. This session explores the importance of setting board goals as well as how board teams can develop powerful goals to help them ensure success for all students.

School Board Governance

Highly effective school boards focus on governance and transforming the needs and desires of the community into policies that guide the schools. This session helps board members better understand the board's governance role, board/superintendent team leadership and how to provide oversight without micromanaging the superintendent and district staff.

Shared Leadership

Work with your board/superintendent team to discuss your unique roles and 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 by developing next steps and strategies to continue the collaborative work for students in your district.

Successful Board Meetings

Are your board meetings long, and boring? In this training course, explore basic elements to ensure engaging, effective board meetings focused on student learning. This session 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.

Supporting Student Achievement through Effective Board Governance – 2 hours

Sometimes the lines delineating the roles and responsibilities get blurry for school board members. 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. Learn the characteristics of highly effective school boards and 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

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 a meeting.

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

Take an assessment to review the roles and responsibility of the board member, superintendent and school council member and how they work together for students. The session includes reference to specific tasks and statutes outlining responsibilities of each group.

Courses in 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. Courses are 60 minutes unless otherwise noted.

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

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

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

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

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

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

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