



KSBA

KENTUCKY SCHOOL BOARDS
ASSOCIATION

Academy of Studies

Course Catalog

Effective January, 2016



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www.ksba.org

July, 2017

Dear Board Member,

Welcome to the KSBA Academy of Studies! Whether you're a rookie or a veteran, the fast-paced world of public education governance is one in which continuing education and professional development are critical. With this in mind, KSBA is renewing its commitment to provide board teams with high-quality training and technical assistance by offering an Academy of Studies that reflects the rigor, relevance and relationships necessary to stay current on the ever-changing landscape of educational trends and needs related to supporting the whole child.

Participants will experience content that reflects the core work, actions and styles of effective school boards. Workshops and roundtables will be based on the results of needs assessments, changes in state and federal law, new developments, emerging issues in education, and member feedback. All the training is designed to keep Kentucky's board teams on the cutting edge of information and best practices.

KSBA's new Academy of Studies is for those who want to go above and beyond what is required of board members. We invite you to join us on the journey from citizen to local community leader and policy maker!

Sincerely,

A handwritten signature in black ink that reads "Kerri Schelling".

Kerri Schelling, CAE
Executive Director

Frequently asked questions

What is the Academy of Studies?

The KSBA Academy of Studies is a program to assist board members in obtaining continuing education while satisfying the legal requirements for annual in-service training. It provides a framework that helps direct members' efforts and recognizes their commitment to continuous learning.

Do I have to participate in the Academy of Studies?

No, but we're sure that you will want to! This voluntary program will prepare school board members to succeed in a new era of high expectations through a comprehensive, realistic and practical curriculum.

What's in it for me?

A lot! Not only will you learn the knowledge, skills, and abilities shared by outstanding school board members, you will be publicly recognized for your progress toward completion of these skills at KSBA conferences and through KSBA publications.

This looks like a lot of work. Do I really need to know all this?

Believe it or not, yes. The work of a school board member has become increasingly complex with its mind-boggling array of roles, responsibilities, laws, regulations, and policies. This Academy guides you through the information and skills you need to make your job less overwhelming and make you – and your board team – more effective.

How will I track my progress in the Academy?

In the near future, board members will be able to track and print their Academy reports through the KSBA Web site. You can check on your progress anytime by contacting the KSBA office. You will also receive a hard copy in the mail after each annual conference.

Will it be hard to earn Academy credit?

Not at all. Many requirements can be met simply by attending KSBA conferences. KSBA can also conduct workshops right in your district for a customized experience.

Frequently asked questions

How will I know if a session qualifies for Academy credit?

Sessions will be clearly labeled in all conference programs to make selecting workshops a breeze.

Do I have to complete one level before I can take courses in higher levels?

No. Board members may attend courses of their choice regardless of their current level of completion. KSBA will “bank” those hours until the member reaches the necessary level within the Academy.

I’ve been a board member for a while and have already earned credit under the previous Academy of Studies. Where do I fit into the new Academy?

You will join the new Academy of Studies at the same level you are currently in and will be able to finish that level using the previous requirements. Once you are ready to move on to the next level, you will follow the new guidelines. We’ll be here to help you every step of the way.

Does my entire board have to move through the Academy together?

No. Levels I – V are designed for individual achievement. However, because it is quite an accomplishment when all members of a board attain Level V certification, these boards will be recognized at the KSBA Annual Conference.

The Board will work together to attain the “Boards of Distinction” designation.

What is the difference between “required courses” and “required topics”?

Required courses are KSBA workshops specifically identified as important in a board member’s development. Required topics identify a general category of important knowledge. KSBA offers a variety of workshops for each category from which you may choose based on your particular needs and interests. And this handy course catalog outlines individual courses and where they fit into the Academy.

LEVEL I: CERTIFICATE OF BASIC STUDIES

- 25 Training Hours
- Conference Attendance
- Regional Meeting

Areas of study are designed to give members a solid foundation in the essential governance skills needed to carry out their board responsibilities.

Level I certification requires attendance at sessions that are a minimum of 75 minutes (1.25 training hours) in length.

REQUIRED COURSES:

KSBA School Board Leadership Guide (Self Study)

_____ *Date Completed*

This manual was created to help members understand the complex and vital role they assume with their election to a local board of education. It is a user-friendly resource designed to make your job less overwhelming by sharing basic information on a wide range of issues and topics related to board work. Study it at your own pace and use it to plan your course of continued professional development. **(2.5 hours credit)**

Your Association: What You Need to Know about KSBA and its Services

_____ *Date Completed*

As a newly elected board member you are now a member of the KSBA family. Since 1936 your association has been providing local board members, superintendents and other district leaders a wide variety of essential services. In this session, association officers and senior leadership will provide you with an overview of KSBA's services and resources.

LEVEL I: CERTIFICATE OF BASIC STUDIES

☐ Congratulations! You Made the Team

Date Completed

This session is 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. This session covers student achievement, policy making, finance and facilities, superintendents, leadership and community engagement.

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

Date Completed

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 II

Date Completed

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.

☐ The Board’s Policy Making Role

Date Completed

This session is designed to explore the following topics: the statutory basis for board policy (KRS 160.290 and KRS 160.340), the policy adoption and amendment process, board policy versus administrative procedure, policy manual organization, policy format, and using an online policy manual.

Credit also may be earned through topic specific policy reviews and presentations.

LEVEL I: CERTIFICATE OF BASIC STUDIES

REQUIRED TOPICS:

School Board Meetings

_____ *Date Completed*

Under Kentucky law, school board members may act officially and legally only in properly authorized board meetings. To meet this training requirement, choose KSBA courses that include information such as the types of board meetings, public meetings and closed sessions, planning and conducting the meeting, developing board agendas, voting, board minutes, public input and member attendance/absences.

The Board's Role in Student Achievement

_____ *Date Completed*

Academic achievement is the core purpose of schooling. The local school board represents the community by making sure that achievement is occurring and by making sure that the students and the community in which they reside are benefiting from tax dollars that are used efficiently and on their behalf. To meet this training requirement, choose KSBA courses that include information such as defining student achievement (local, state and federal requirements), setting expectations, planning for student achievement, board oversight and barriers to learning.

Staff/Media/Community Relations

_____ *Date Completed*

Successful school boards use a wide variety of tools to keep both the community and district staff informed of their actions and in doing so, maintain control of the image of the board and of the public school system that it is striving to lead. To meet this training requirement, choose KSBA courses that include information such as communication in the board meeting, community forums, district communication programs and publications, electronic forms of communication, and news media relations.

LEVEL I: CERTIFICATE OF BASIC STUDIES

Ethics

_____ *Date Completed*

Board members must provide strong ethical leadership and governance to maximize student achievement and provide stewardship over educational resources. To meet this training requirement, choose KSBA courses that include information such as board member expectations and obligations, conflicts of interest, confidentiality, perceptions and decisions and personal responsibility.

CONFERENCE ATTENDANCE:

_____ *Date Completed*

First Annual Conference *

_____ *Date Completed*

First Regional Meeting

_____ *Date Completed*

First Winter Symposium*

** To earn conference attendance credit, participation in at least one general session is required.*

ELECTIVES:

11.25 hours of electives

Training in topics other than those listed or additional training in the listed areas.

LEVEL II: CERTIFICATE OF ADVANCED STUDIES

- 25 Training Hours
- Conference Attendance
- Regional Meeting

Areas of study are designed to improve the effectiveness of members in meeting their roles and responsibilities to students, parents, staff and community.

Level II certification requires completion of Level I certification and attendance at sessions that are a minimum of 75 minutes (1.25 training hours) in length.

REQUIRED COURSES:

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

_____ *Date Completed*

Attention new board chairs or anyone who hopes to be one someday: There is a way to turn your school board meetings into the efficient, civil, decision-making events you only dreamed were possible! This session reviews the basics – and the misunderstandings – of the rules that apply to boards, including the rules most frequently needed by boards, the most commonly used motions, strategies for moving on when discussion bogs down, and how to handle challenges to the process.

Finance II: Dollars and Sense

_____ *Date Completed*

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.” Session covers budgetary decisions, requirements, reporting and timelines.

LEVEL II: CERTIFICATE OF ADVANCED STUDIES

Legal Orientation I

_____ *Date Completed*

Learn what every new school board member needs to understand about the statutory and legal environment in which boards operate. The session, presented by KSBA staff attorneys, includes topics such as: board member conflicts of interest, the various legal responsibilities of the board, the role of the superintendent, board minutes, the Open Meetings Act and the Open Records Act.

REQUIRED TOPICS:

School Safety & Discipline

_____ *Date Completed*

School boards have a key role to play when it comes to keeping students, staff and school facilities safe by adopting policies for acceptable behavior and discipline. To meet this training requirement, choose KSBA courses that include information such as the board's responsibility for the code of acceptable behavior and discipline, student discipline hearings, services for expelled students, and understanding and using safety-related data.

Employee Relations/School Personnel

_____ *Date Completed*

The school board plays a significant role within school personnel through policy decisions, although hiring authority is limited to a handful of key positions. To meet this training requirement, choose KSBA courses that include information such as nepotism issues, the employment process, establishment and abolishment of positions, setting job qualifications, job descriptions and accountability.

Superintendent Selection

_____ *Date Completed*

One of the most important activities that a board can perform is to hire a qualified and able superintendent to administer its schools on a day-to-day basis. To meet this training requirement, choose KSBA courses that include information such as board responsibilities in the selection process, contracting issues, policies and timelines.

LEVEL II: CERTIFICATE OF ADVANCED STUDIES

Board/Superintendent Relations

_____ *Date Completed*

An effective relationship between the school board and the superintendent is a key element of a healthy education system. To meet this training requirement, choose KSBA courses that include information such as board member and superintendent responsibilities and roles, effective communication skills, and conflict resolution.

Student Assessment

_____ *Date Completed*

The only way to measure how successful a district is in meeting its educational goals for its students is through review and assessment of academic performance. To meet this training requirement, choose KSBA courses that include information such as the board's role through policy, understanding and use of local, state and federal data, such as state-mandated "school report cards," Commonwealth Accountability Testing System [CATS], No Child Left Behind [NCLB]; and non-academic data indicators, including dropout, attendance and retention rates.

School Facilities

_____ *Date Completed*

The board of education has overall responsibility for school planning and construction. To meet this training requirement, choose KSBA courses that include information such as the process and procedure for school construction, state approval, bidding and contracts, financing building programs, state programs and requirements, insurance and liability, bonding and board maintenance responsibilities.

Student Learning & Support Services

_____ *Date Completed*

By understanding the needs of the whole child, school boards can make informed decisions about district policies, goals and even program funding. To meet this training requirement, choose KSBA courses that include information such as awareness of student risk factors and best practices; strategies within the Kentucky Education Reform Act (KERA), after-school programming, Family Resource/Youth Services Centers; preschool education; technology; and the critical area of special education.

LEVEL II: CERTIFICATE OF ADVANCED STUDIES

Superintendent Evaluation

_____ *Date Completed* Under Kentucky law, each board of education must conduct an annual evaluation of its superintendent. To meet this training requirement, choose KSBA courses that include information such as effective evaluation procedures, Kentucky statues and regulations and the board’s role in evaluation.

CONFERENCE ATTENDANCE:

_____ *Date Completed* **Second Annual Conference ***

_____ *Date Completed* **Second Regional Meeting**

_____ *Date Completed* **First Summer Leadership Institute***

** To earn conference attendance credit, participation in at least one general session is required.*

ELECTIVES:

11.25 hours of electives

Training in topics other than those listed or additional training in the listed areas.

LEVEL III: CERTIFICATE OF EXCELLENCE

- ❑ 25 Training Hours
- ❑ Conference Attendance
- ❑ Regional Meeting

Areas of study are designed to provide members with additional knowledge and skills that promote effective school district leadership.

Level III certification requires completion of Levels I & II certification and attendance at sessions that are a minimum of 75 minutes (1.25 training hours) in length.

REQUIRED COURSES:

❑ Finance III: Dollars and Decisions

_____ *Date Completed*

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 disaggregation, identifying cognitive and non-cognitive needs and prioritizing allocation of funds. Topics Include school resource allocations, data-driven decision making, staffing formulas, the role of the site-based council and comprehensive school improvement plans.

❑ A Look in the Mirror: Board Member Self-Evaluation

_____ *Date Completed*

We 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 governing performance. Participate in this positive, non-threatening process designed to help any board function more efficiently and effectively.

LEVEL III: CERTIFICATE OF EXCELLENCE

REQUIRED TOPICS:

Legal Issues

_____ *Date Completed*

How do you stay current in today's ever-changing legal arena? To meet this training requirement, choose KSBA courses taught by our staff attorneys providing up-to-date information on new developments in law that impact education.

Student Health & Wellness

_____ *Date Completed*

The physical, mental and emotional health of our students is directly related to their student achievement. As a result, school boards depend on active partnerships among all those who can and should contribute to the well-being of students, including teachers, parents, peers, health professionals and the community. To meet this training requirement, choose KSBA courses that include information such as the identification, mitigation and removal of barriers to learning; state and federal mandates related to student wellness; health and nutrition services; and healthy school environments.

Leadership through Teamwork

_____ *Date Completed*

One thing that all exceptional school districts have in common is a board and superintendent team that goes beyond simply knowing the essential elements of teamwork – trust, respect, shared values and knowledge, and their respective roles. These teams know how to put those elements into practice. To meet this training requirement, choose KSBA courses that include information such as developing a shared vision and mission, developing standards, positive climate, and collaboration.

LEVEL III: CERTIFICATE OF EXCELLENCE

School Finance

_____ *Date Completed*

School board members are stewards of public funds. It is the board's responsibility to make sure that these funds are spent wisely, efficiently and equitably to deliver the kind of education the public wants and expects. To meet this training requirement, choose KSBA courses that include information such as sources of revenue for education, tax levies and bond issues, budgeting development and calendars, financial reports and oversight.

Curriculum & Instruction

_____ *Date Completed*

The school board is responsible for making sure that the curriculum and the instructional program are providing the very best education for students. To meet this training requirement, choose KSBA courses that include information such as the board's role in the following: developing goals and policies basic to teaching and learning, planning and operating education programs and procuring and managing the material and personnel to implement the programs.

Liability Issues, Insurance & Risk Management

_____ *Date Completed*

Risk exposures in public education have increased dramatically and the amount of litigation against educational institutions and their governing boards continues to rise. Board members need to know how to protect their decisions and themselves from financial loss, risk exposure and public criticism, To meet this training requirement, choose KSBA courses that include information such as types of risk exposures in education, board member responsibilities and liabilities, risk management policy making, inspections, limiting risk exposure and loss control.

LEVEL III: CERTIFICATE OF EXCELLENCE

Legislative Issues/Current Topics

_____ *Date Completed*

Legislators make decisions affecting public education in unlimited ways. To be successful advocates for children in their district, board members need to understand how the legislative process works and develop productive relationships with their local legislators. To meet this training requirement, choose KSBA courses that include information such as the legislative and budgetary processes, the committee structure, effective lobbying strategies, communication skills and how school board members can become involved in state legislative elections in their area.

CONFERENCE ATTENDANCE:

_____ *Date Completed*

Third Annual Conference *

_____ *Date Completed*

Third Regional Meeting

** To earn conference attendance credit, participation in at least one general session is required.*

ELECTIVES:

12.5 hours of electives

Training in topics other than those listed or additional training in the listed areas.

LEVEL IV: CERTIFICATE OF DISTINCTION

- 15 Training Hours
- Conference Attendance
- Regional Meeting

Areas of Study are designed to assist members in their role as advocates for their students and schools.

Level IV certification requires completion of Levels I, II & III certification and attendance at sessions that are a minimum of 3 hours in length (or equivalent).

REQUIRED COURSES: NONE AT LEVEL IV

REQUIRED TOPICS:

Exemplary Leadership Strategies

Date Completed

When leadership teams have a clear, consistent, and structured vision of education in their district, the students reap the rewards. When teams work together to promote improved practices, continuous improvement becomes a way of thinking about everything they undertake, encouraging a different perspective about the organization and how it operates. To meet this training requirement, choose KSBA courses that include information focusing on data-driven analysis, emphasis on customer service, building collaborative relationships that are essential for high student achievement and finding better, more efficient and more effective ways to work with each other, their staff and their community.

LEVEL IV: CERTIFICATE OF DISTINCTION

CONFERENCE ATTENDANCE:

- _____ Fourth Annual Conference *

Date Completed
- _____ Fourth Regional Meeting

Date Completed
- _____ Second Winter Symposium or Summer Leadership Institute*

Date Completed

** To earn conference attendance credit, participation in at least one general session is required.*

ELECTIVES:

12 hours of electives

Training in topics other than those listed or additional training in the listed areas.

LEVEL V: CERTIFICATE OF LEADERSHIP

- 15 Training Hours
- Conference Attendance
- Regional Meeting

Areas of study are designed to provide members with tools for visionary leadership.

Level V certification requires completion of Levels I, II, III & IV certification and attendance at sessions that are a minimum of 3 hours in length (or equivalent).

REQUIRED COURSES: NONE AT LEVEL V

REQUIRED TOPICS:

Dealing with External Media

_____ *Date Completed*

Don't you just love it when a reporter calls? How successful are you at getting quoted on the points you want to make? Are you adept at the best ways to communicate to your community through social media? You can take greater control of your district's communication through traditional and social media by following the practical steps covered in this seminar. Issues include developing your talking points, drawing the reporter's attention to your emphasis, getting coverage of positive items at board meetings, "off the record," getting errors corrected, how to use social media to your advantage, and much more. For administrators and board chairpersons and members with frequent contacts by reporters, or for administrators and board members who want to connect to the community through social media.

LEVEL V: CERTIFICATE OF LEADERSHIP

CONFERENCE ATTENDANCE:

_____ **Fifth Annual Conference ***
Date Completed

_____ **Fifth Regional Meeting**
Date Completed

** To earn conference attendance credit, participation in at least one general session is required.*

ELECTIVES:

12 hours of electives

Training in topics other than those listed or additional training in the listed areas.

- Service as a KSBA officer, regional director or director-at-large would qualify for 3 hours of credit. (This is only awarded once per member)
- A district's participation in strategic planning would qualify each board member that is involved for up to 3 hours of credit.

BOARDS OF DISTINCTION

□ 21 Training Hours

This program is designed to develop skills that create and sustain an effective governance team and provide teams with an opportunity to discuss and improve or enhance those important interpersonal issues that are essential to team functioning.

It is awarded for a minimum of three years and stays in effect until there is a 40 percent turnover of members who were seated at the time the board was recognized.

Board recertification requires that a board team conduct a board self-evaluation and receive an additional 12 hours of whole-board training.

Each member of a board team must have completed their Certificate of Excellence (Level III) to be eligible for the board to receive this recognition.

Prerequisites:

- **District has achieved financial stability (is not on the financial watch list)**
- **District operates under full local governance (is not under state management)**
- **District has an index score above the lowest one-third of all districts below the assistance line (or other minimum index score requirement)**

BOARDS OF DISTINCTION

REQUIRED TOPICS:

- Two Community Discussions** (minimum of 1.5 hours each, 3 hours total)
- Board Self-Evaluation – KSBA-facilitated workshop** (3 hours)
- Superintendent Evaluation – KSBA-facilitated workshop** (3 hours)
- Whole-Board Retreat** (minimum of 6 hours or equivalent)

All training requires KSBA approval prior to the workshop.

OPTION:

Full board presentation at a KSBA conference. Proposal must go through regular selection process and be identified for inclusion in the conference agenda.
(1.5 hours credit)



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