



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.

Governance Core Part 1

(Counts toward mandated ethics training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level I required topic “Ethics”

Governance Core Part 1 and 2, based on a new book about successful school board governance, teach about the governance mindset, unity of purpose and a shared moral objective. These values keep student success at the center of school board and charter authorization service and include consideration of innovative strategies. It teaches that politics can distort good governance by having preconceived notions about issues, such as charter schools. The course teaches that effective solutions consider diverse views and all the evidence before making decisions. Good governance is a key to community support and long-term success of school districts and charter school. Part 1 focuses on governance mindset, Part II focuses on governance culture.

Governance Core Part 2

(Counts toward mandated ethics training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level I required topic “Ethics”

Governance Core Part 1 and 2, based on a new book about successful school board governance, teach about the governance mindset, unity of purpose and a shared moral objective. These values keep student success at the center of school board and charter authorization service and include consideration of innovative strategies. It teaches that politics can distort good governance, by having preconceived notions about issues, such as charter schools. The course teaches that effective solutions consider diverse views and all the evidence before making decisions. Good governance is a key to community support and long-term success of school districts and charter school. Part 1 focuses on Governance Mindset, Part II focuses on Governance Culture.

Legal & Ethical Considerations for School Board Members

Counts toward mandated ethics training requirement

Counts toward annual charter authorizer training requirements.

A/S Level I required topic “Ethics”

This session offers a refresher of the School Board Member Code of Ethical Conduct and best practices for local school board members and illuminates issues such as conflicts of interest, nepotism and confidentiality. Further, it relates these issues to board members’ legal and ethical responsibilities in considering charter school applications and oversight.

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 Effective 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

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic "Finance"

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

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic "Finance"

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

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic "Finance"

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

(Counts toward mandated finance training requirement. 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

(Counts toward mandated finance training requirement. 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

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic "Finance"

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?

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic “Finance”

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

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic “Finance”

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

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic “Finance”

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 IA

(Counts toward mandated finance training requirement. 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 IB

(Counts toward mandated finance training requirement. 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.

SEEK – What You Need to Know

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic “Finance”

SEEK is the primary source of funding for Kentucky’s K-12 educational system. It’s imperative that board members have a general understanding of the SEEK formula and the inputs that affect the overall revenue for their school district. This also needs to be understood when considering a charter school application as a charter authorizer.

Board Member’s Dashboard

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic “Finance”

While driving your car, you persistently take a glance at the dashboard. The dashboard reflects how fast you are moving, how much fuel you have in the tank, along with other important data points. As a board member or charter authorizer, you should also have a consistent dashboard with important values and key stats that give feedback on the current financial state of your school district or charter school.

Financial Conflicts of Interest

Needs Description – New session created December 2019 by Amber Minor

Courses on the topic of EQUITY.

Equity and the Role of Leadership

(Also counts toward annual charter authorizer training requirements.)

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

(Also counts toward annual charter authorizer training requirements.)

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.

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.

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.

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.

Courses on CHARTER SCHOOL TOPICS

Intro to Charter Law and How it Affects Board Members

(Counts toward annual charter requirements. Meets all topic requirements.)

A/S Level I-3 elective credit

School boards are now charter school authorizers, charged with vetting charter applications and making the best decisions under the law. This training session provides an overview of the statutes and regulations in place governing this authority and charter schools generally.

Charter School Financial Monitoring

(Counts toward mandated finance training requirement. Counts toward annual charter authorizer training requirements.)

A/S Level III required topic "School Finance"

A charter school authorizer is tasked with monitoring a charter school's academic, financial and operational performance during the charter contract term. This session helps board members and charter school authorizers better understand the legal requirements and methods of monitoring a charter school's financial performance.

Preparing for Charter School Applications Part 1

(Counts toward annual charter authorizer training requirements.)

A/S Level I-III elective credit

School boards may or may not receive any charter school inquiries, but they still need to understand the process as authorizers and to be prepared if they receive an application. The presenter guides participants in understanding the state's uniform charter school application issued by the Kentucky Department of Education.

Preparing for Charter School Applications Part 2

(Counts toward annual charter authorizer training requirements. Topics Met: Charter application; Financial governance and transparency; Charter school contracting; Charter school closure; Curriculum and instruction; Conflict of Interest; Educational services provided for special needs, at risk, English learner, gifted, and other special population students; Physical restraint and seclusion of students Ethics.)

School boards may or may not receive any charter school inquiries, but they still need to understand the process as authorizers and to be prepared if they receive an application. The presenter guides participants in understanding the state's uniform charter school application issued by the Kentucky Department of Education.

Charter School Contracting

(Counts toward annual charter authorizer training requirements. Topics Met: Charter school contracting; Conflict of Interest; Ethics; Financial governance and transparency; Charter school closure; Charter school renewal, nonrenewal, and revocation; Curriculum and instruction; Educational services provided for special needs, at risk, English learner, gifted, and other special population students; Physical restraint and seclusion of students; Charter school monitoring.)

A charter school authorizer contracts with a charter school board of directors after the authorizer's approval of a charter application for the pre-operational, operational, and performance requirements that will be applicable to the charter school. This session guides board members and charter school authorizers through the legal requirements for a charter contract and the process for negotiation and execution.

Avoiding Conflicts of Interest in Board Service and Charter Authorizing

(Meets mandated ethics training requirement. Counts toward annual charter authorizer training requirements. Topics Met: Charter school contracting; Conflict of Interest; Ethics; Financial governance and transparency; Charter school closure; Charter school renewal, nonrenewal, and revocation; Curriculum and instruction; Educational services provided for special needs, at risk, English learner, gifted, and other special population students; Physical restraint and seclusion of students; Charter school monitoring.)

This session discusses financial conflicts of interest in general board service as well as those specific to charter authorizing. Statutory conflicts of interest that are unique to school board members are also covered, along with tips for avoiding perceived conflicts of interest in all aspects of board service, including conducting charter authorizer responsibilities.

Charter School Renewal, Non-renewal, Revocation, and Closure

(Meets mandated ethics training requirement. Counts toward annual charter authorizer training requirements. Topics Met: Charter school contracting; Conflict of Interest; Ethics; Financial governance and transparency; Charter school closure; Charter school renewal, nonrenewal, and revocation; Curriculum and instruction; Educational services provided for special needs, at risk, English learner, gifted, and other special population students; Physical restraint and seclusion of students; Charter school monitoring.)

A charter school authorizer evaluates the charter school's performance during the charter contract term and decides whether to renew, non-renew, or revoke a charter contract for non-compliance with Kentucky law or the terms of the charter contract. This session helps board members and charter school authorizers understand the legal requirements for renewal, non-renewal, and revocation of a charter contract as well as the requirements and process of closing a charter school.