



Board/Superintendent Team Training Courses

Courses are 75 minutes unless otherwise noted.

Courses that meet annual ETHICS training requirements.

Board Leadership Essentials: Your Public Image

It's not just the decisions you make as school board members that impact your district, how you do your job also influences the success of your school system. The image you project depends largely on how the governing body – your school board – conducts its public business. Do you inspire your community? Or, do you provide regular examples of dysfunction? Being a public official is not easy; often thankless. But we can make the experience better by adopting productive habits and focusing on becoming a healthy team.

Breaking Terrible Board Habits Part 1

This session is based on the book "How Not to Be a Terrible School Board Member," by Richard Mayer, a longtime local school board member and educational psychologist. The book takes an often-humorous approach to identifying and correcting behaviors that impede the important work of school boards. Some of Mayer's "terrible habits" include humiliating a district employee in public, coming unprepared to board meetings, arguing with a hostile speaker, taking political stands and more. This session will look at some of those terrible habits and how they can be avoided.

Breaking Terrible Board Habits Part 2

Session 2 on the book "How Not to Be a Terrible School Board Member," by Richard Mayer, includes discussion on more of his recommendations about how to avoid being that board member who is less effective because of bad habits and poor reactions. While the book does highlight negative behaviors, it suggests choices board members can make in various circumstances that can have positive – not terrible – results. Mayer is a current, long-time board member and educational psychologist.

Effective Board Meetings: The Public Face of School Board Governance

The business of school boards is conducted in public. How you do your business has an impact on the image of the school district and on its success. Review the legal requirements and best practices for your meetings, and ensure you are communicating a strong commitment to success for all your students.

Ethical Governance in a Divisive Era

School board members must be at the forefront in respecting ethical boundaries. They must take ethical decisions and behavior seriously, removing any personal issues or political views from their agendas in order to address student needs. After all, they set a public example for all students to learn to make ethical choices, to think critically and to believe they can make a difference through their words and actions.

Ethics and the School Board Meeting

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.

Ethics and School Board Service: Black, White, and Grey

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.

Legal and Ethical Considerations for School Board Members

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.

School Leaders and Social Media: Engaging for Positives, Handling the Negatives

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 to the basics of social media, ethical problems and opportunities for leaders and their districts.

Successful Online Board Meetings

The coronavirus is changing the way we live and do business. Now that you have moved your board meetings online, what's next? Learn how to host effective and engaging virtual board meetings while navigating the ethical challenges. This session will provide tips for facilitating, organizing and structuring an effective and engaging board meeting. In addition to the tech side, we'll focus on people side and how to keep your board engaged through the crisis.

The Core of Good School Board Governance: Adopting Higher Level Practices

Once school board members learn their legal roles and responsibilities, they should adopt higher level practices of effective decision making and leadership. The Core of Good School Board Governance focuses on those practices through adopting a mindset for governing, developing a strategic focus, and building a united board/superintendent team that will work together to achieve success for all students.

The Ethical Edge: School Board Members and Their Constituents

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

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 have a better understanding of why ethics matter in school board service.

Courses that meet annual SUPERINTENDENT EVALUATION training requirements.

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.

Introduction to Superintendent Evaluation

One of your most important roles as a school board member is to hire and evaluate a superintendent. Regular assessment of your CEO is meant to be a constructive process so that the school district can meet the ambitious goals you have set. This session introduces the basics of superintendent evaluation, so that you can step into this year-round process understanding best practices as well as what Kentucky law requires.

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 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 Evaluation: Exploring the Seven Standards

This session goes deeper into the relevance of the standards to be used when school board members conduct the required annual evaluation of the superintendent. How do we judge performance on such wide-ranging standards for performance? How can boards provide productive input to superintendents to ensure continuous improvement? We will review the

standards and discuss examples from the audience on how we can ensure annual reviews provide a path for successful school district leadership.

Superintendent Evaluation: Setting and Meeting Goals

Staying focused on goals is the secret to success. Too often, we get sidetracked by unexpected events and when we sit down to assess our progress, we realize how little attention we paid to those goals. Superintendents and boards of education need to agree on annual goals that are relevant and clear, so they can evaluate progress properly. Learn how setting goals as part of the superintendent evaluation process can keep the entire school district on track for success.

The Board and the SPGES 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.

Using Formative Conversations to Improve Superintendent Evaluations

You don't have to wait until the end-of-the-year superintendent evaluation session to monitor progress on goals. In fact, you will ensure a more productive evaluation if you schedule formative sessions through the year to make sure your system is focused on the goals you have set. Kentucky law provides the opportunity for boards to have closed sessions for this purpose. Hear how making superintendent evaluations a year-round endeavor can ensure focus on goals and reduce the stress of waiting until the last minute to address a year's worth of questions and pent-up concerns.

Courses that count toward annual FINANCE training requirements.

Board Member's Dashboard: Numbers Board Members Should Know

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, 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.

Capital Funds

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.

Finance II: Dollars and Sense

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

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 Conflicts of Interest

This session defines and explores examples of financial conflicts of interest for board members and superintendents.

Fraud – Are You At Risk?

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

How Much Do Your Site Base Allocations Cost?

Employees are your most important asset, but they don't come cheap! This session will focus on the district's annual site base allocation, including the applicable laws, timelines and pitfalls to watch out for in developing the staffing policies pertaining to the allocations.

How to Get a Good Night's Sleep as a Board Member

A school board member often attends one meeting a month, yet the business of the school system is 24/7. So, how does a board member sleep well at night knowing the business of the school system is being done efficiently and effectively? By developing, maintaining, and monitoring the policies and procedures of the district. This session will focus on internal and external fiscal controls that boards should assure are implemented in their district.

How to Maximize Federal Dollars

This session helps board members to better understand federal revenue, how it can be spent, and the best way to spend those funds in order to get the biggest bang for your buck! There will be an emphasis on the CARES Act and CRRSA coronavirus relief money including ESSER and GEERS funds.

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

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.

Monitor the Budget by Asking the Right Questions

School district finances can be complicated, but board members can learn faster by asking the right questions and making sure education goals are aligned with financial priorities. Learn how to get to the bottom of your budget.

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

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, and an explanation of the budget process.

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

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

SEEK – What You Need To Know

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.

Setting Tax Rates Made Easy

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.

State Revenue Calendar

This session will help you better understand what a “common school” is, the school district’s budget cycle, the school district’s revenue sources, Kentucky’s revenue sources and will also do a review of the state budget bill.

The Biggest Piece of the Budget Pie: Salaries and 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.

Courses on the topic of EQUITY.

Equity and the Role of Leadership: Policy & Practice

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

Only 3 percent of Kentucky’s low-income fourth and eighth graders scored advanced in mathematics on national assessments. This is one example of the seriousness of excellence gaps in this state. The federal Every Student Succeeds Act (ESSA) has Title Programs whose funds can provide resources to prepare high ability low income students for taking advanced coursework. Learn why this is important and how school boards can help.

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.

Building Equity Through School Funding: Considerations for the Allocation of COVID Stimulus Funding

The U.S. has a long history of providing additional funding to public schools to ensure that students experiencing poverty, students struggling to learn basic skills, diverse learners, English learners, students with disabilities, and others are provided with the support and services they need to achieve educational parity with their peers. Despite these additional funding mechanisms, students in these categories – and minority students in general – continue to lag behind in educational attainment and post-secondary opportunities. The COVID-19 pandemic has amplified long-standing inequities in educational opportunity and access, and districts are now preparing to address the anticipated gaps in learning created by extended school closures. Congress has approved billions of dollars in stimulus funding to support and bolster states' educational programs. How are these funds best used? "equity" and "equality" are often confused in funding discussions. We will examine public school funding through the lens of equity, and some considerations for allocation decision-making will be provided and discussed.

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

12 Common Mistakes Made by Board Members

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

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

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 session discusses the process that uses current, research-based school board effectiveness standards to help any board function more efficiently and effectively.

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.

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.

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 are also covered.

Board Vacancies: The Role of School Boards

The quality of school board leadership affects the success of Kentucky's students. Who is elected – or appointed – to school board seats can make a big difference. This year, state law was changed, giving the responsibility of filling school board vacancies back to local boards of education. Find out how the process works and how several school districts have dealt with this situation already.

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.

The Perfect Interview: Not Just the News Media (3-hour session)

Don't you just love it when a reporter calls? How successful are you at getting quoted on the points you want to make? You can take greater control of media interviews 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 and more. For board members and administrators with frequent contacts from reporters.

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.