



New York State
School Boards
Association

SchoolBoard **U**

Learning for Leaders

Essential Training for New School Board Members







Congratulations



Now that you've won a seat on your school board, it's time to **begin your own education.**

It's easy to feel overwhelmed by the wealth of information you're suddenly expected to learn.

That's why NYSSBA's **School Board U** core curriculum is designed specifically for you. Focus on key issues, including the board's roles and responsibilities, your legal authority, the board-superintendent relationship and much more.



**Find a complete listing of all our
School Board U courses online at
[www.nyssba.org/schoolboardu.](http://www.nyssba.org/schoolboardu)**



Your education is just beginning.

School Board U gives you the skills needed to meet the ever-changing challenges of board governance and fiscal accountability. Whether you are a novice or seasoned board member, our training program is designed to enhance your leadership skills.

School Board U is organized around four curriculum strands which address the facets of what an effective school board member should know.

- **GOV – Governance and Leadership**
- **FIS – Fiscal Responsibility**
- **STU – Student Achievement**
- **DIS – District Operations**



School Board U includes a pathway of core courses especially for new school board members – all listed on the following pages.

Build a strong foundation.

- **Begin** with the **New School Board Member Academy** and **Fiscal Oversight Fundamentals** – the cornerstones of school board leadership.
- **Add** eight convenient webinars, to complete your initial understanding of board governance and operations.
- **Graduate** to a comprehensive selection of elective courses – all at www.nyssba.org/schoolboardu.



New School Board Member course pathway

Course Number	School Board U Core Curriculum	Format
GOV 101	New School Board Member Academy	Workshop
GOV 102	Understanding the Open Meetings Law	Webinar
GOV 103	Using Policy to Guide the District	Webinar
GOV 104	Superintendent Evaluation Process	Webinar
FIS 101	Fiscal Oversight Fundamentals	Workshop
FIS 102	The School District Budget Process	Webinar
STU 101	Hiring and Firing District Employees	Webinar
STU 102	Setting Direction for School Districts	Webinar
DIS 101	Introduction to Collective Bargaining	Webinar
DIS 102	Student Rights, Risks and Responsibilities	Webinar

Begin with board governance essentials.

GOV 101: New School Board Member Academy

Serving on a board of education is a daunting task for even the most seasoned board member, let alone a novice. This critical daylong academy provides hands-on knowledge and tools that will help you confidently fulfill your governance, legal, and fiscal responsibilities. Learn the ropes of school boardsmanship. Gain an understanding of the board-superintendent relationship, key operational procedures for board meetings, Open Meetings Law, and legal rights, risks and responsibilities.

Regional Workshop/Recognition Points: 20

EVENT DATE	LOCATION
July 9, 2010	Ithaca
July 23, 2010	Melville
August 6, 2010	Rochester
August 20, 2010	White Plains
September 24, 2010	Albany
October 1, 2010	Lake Placid

weekend learning



Take advantage of our weekend learning opportunities

Attend the **New School Board Member Academy** on Friday and stay Saturday to complete your state-mandated **Fiscal Oversight Fundamentals**.

Complete your required fiscal oversight training.

FIS 101: Fiscal Oversight Fundamentals

Fulfill your state-mandated six hours of fiscal training that you are required to take within your first year. Learn how school districts are funded, the responsibilities of financial positions, the key reports you'll need to rely on, and how to spot fraud, waste and abuse of resources. *Also available online – see www.nyssba.org for details.*

Module 1: School District Finances: Roles and Responsibilities

Module 2: Building School District Fiscal Fitness

Module 3: Managing School District Fiscal Fitness

Module 4: Monitoring School District Fiscal Fitness

Module 5: Preventing Fraud, Waste and Abuse of District Resources

Regional Workshop or Online Course/Recognition Points: 20

EVENT DATE	LOCATION
July 10, 2010	Ithaca
July 24, 2010	Melville
August 7, 2010	Rochester
August 21, 2010	White Plains
September 25, 2010	Albany
October 2, 2010	Lake Placid
*September 25, 2010	Olean
*October 21-22, 2010	New York City (NYSSBA's Annual Convention)
*November 6, 2010	Syracuse
*December 4, 2010	Islandia

** Not offered with the New School Board Member Academy*

Add to your knowledge with key webinars.

GOV 102: Understanding the Open Meetings Law

School boards, as public bodies, are generally required to hold their meetings in public under the state's Open Meetings Law. Examine common board mistakes and how communications technologies such as e-mail and instant messaging affect compliance. Learn what the law has to say about when boards may meet in private.

Webinar/Recognition Points: 5

January 12, 2011, 11:30 a.m. – 1:00 p.m.

GOV 103: Using Policy to Guide the District

The school board sets policy that the district administration carries out. Learn what makes good policy. Identify required policies, as well as federal and state laws and regulations that district policy must comply with. Discover how policy aligns the school board's vision with district operations. Examine policies for effective district operations and student achievement.

Webinar/Recognition Points: 5

February 9, 2011, 11:30 a.m. – 1:00 p.m.

GOV 104: Superintendent Evaluation Process

The superintendent's evaluation is best viewed as a process that is an extension of school district planning. Examine how to structure this process and identify key benchmarks and items that should be included.

Webinar/Recognition Points: 5

August 11, 2010, 11:30 a.m. – 1:00 p.m.



FIS 102: The School District Budget Process

One of the principal responsibilities of a school board is to present a budget to its community. The legal rules for doing so, however, are complicated. In this crash course, get an overview of the entire process with a concentration on the specific role school boards play.

Webinar/Recognition Points: 5

November 3, 2010, 11:30 a.m. – 1:00 p.m.



Make your home office your classroom!

STU 101: Hiring and Firing School District Employees

Since public employees are legally entitled to a host of due process rights, school boards, as employers, must learn the basic rules to follow in hiring and, when necessary, terminating employees. Understand your role in the process and how to minimize the threat of legal liability.

Webinar/Recognition Points: 5

April 6, 2011, 11:30 a.m. – 1:00 p.m.

STU 102: Setting Direction for School Districts

Setting the district direction is not just about where the district is headed, but about how it will get there. Examine how to use goal setting as a road map to drive the district's plan of action. Learn how to keep your district's priorities and progress in sight throughout the year.

Webinar/Recognition Points: 5

July 14, 2010, 11:30 a.m. – 1:00 p.m.

DIS 101: Introduction to Collective Bargaining

Get the basics in the critical elements of Taylor Law, the state's collective bargaining statute, and learn the board's specific role in the process. Hear how recent court and Public Employment Relations Board (PERB) rulings affect the manner in which school districts must approach collective bargaining.

Webinar/Recognition Points: 5

December 8, 2010, 11:30 a.m. – 1:00 p.m.

DIS 102: Student Rights, Risks and Responsibilities

Get a primer in the legal rights students have in school – from free speech to due process. Learn the responsibilities school boards have to ensure students their rights and the risks they take when their districts are not in compliance with legal obligations in this area. Explore the parameters of applicable state and federal laws, and learn where common sense fits in.

Webinar/Recognition Points: 5

March 2, 2011, 11:30 a.m. – 1:00 p.m.

Be recognized for your hard work.

The **School Board U** Recognition Program acknowledges the extensive time and effort required of school board members who continually strive to expand their knowledge and skills for better board governance.

All NYSSBA members are eligible for recognition in the **School Board U** program. Points will accrue for individuals serving on a NYSSBA member board who attend qualifying NYSSBA training courses.

- **Board Achievement Award 75 pts.**
- **Board Excellence Award 150 pts.**
- **Board Mastery Award 250 pts.**
- **Board Lifetime Achievement 500 pts.**



Special Recognition

Complete the core curriculum and NYSSBA will present you with a **special certificate** at a future school board meeting.



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For registration or specific course information,
please contact NYSSBA at info@nyssba.org
1-800-342-3360 or 518-783-0200.



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