

FRIDAY AGENDA

Essentials of School Board Governance

8:30 – 9:00 a.m.	Registration and Continental Breakfast
9:00 – 9:15 a.m.	Welcome & Introductions
9:15 – 9:55 a.m.	Dimensions of Effective Board Leadership Leadership skills are essential for successful school board service. In this interactive session you and your fellow board members will be introduced to the four dimensions of an effective team. Collectively you will discover critical components for building relationships, adapting to change, setting expectations and creating the right environment to be effective.
9:55 – 10:00 a.m.	Break
10:00 a.m. – Noon	The Importance & Purpose of School Boards School boards are faced with a multitude of complex issues and an ever increasing demand to improve student performance. Learn best practices and how operating procedures can guide the board's work and lead to better performance. Understand your roles and responsibilities and examine the role of policy in governance. Hear how effective policies serve as the core of successful school board leadership by providing the district with long-term direction and compliance with state and federal laws.
Noon – 1:00 p.m.	Lunch
1:00 – 2:30 p.m.	School Board Members' Rights, Risks and Responsibilities School boards do not operate in a vacuum. Various governing and administrative authorities, including the U.S. Department of Education, Board of Regents and the New York State Education Department, shape the public education agenda. Discover how the various mandates, regulations and guidance established by these authorities impact your school board work.
2:30 – 2:40 p.m.	Break
2:40 – 3:40 p.m.	Data Use for Accountability and Student Achievement Student achievement is a fundamental measure of a school board's leadership. Success is measured not only in meeting standards, but also by demonstrating improvement. Identify the board's role in monitoring student achievement. Learn how to utilize data from a variety of sources to make critical decisions for your district and evaluate the impact of those decisions on student achievement. Examine how to analyze comparative data, identify trends and discover the right questions to ask to establish accountability and continuous improvement.
3:40 – 4:30 p.m.	Mock Board Meeting Effective school board meetings are the key to advancing student achievement. Participate in a mock board meeting to explore the drama or controversies that can unfold and potentially derail a meeting. Learn how policy and board operations add structure to meetings, reduce problematic issues and lead to more effective and efficient meetings.
4:30 – 4:40 p.m.	Wrap Up and Preparation for Day 2

SATURDAY AGENDA

Fiscal Oversight Fundamentals

8:30 – 9:00 a.m. Registration and Continental Breakfast

9:00 – 10:50 a.m. Safeguarding District Resources: Roles and Responsibilities

Learn your board's financial stewardship role and its fiscal oversight responsibilities. Understand the responsibilities of key financial positions such as the claims auditor and audit committee, and their relationship with the board. Examine the internal and external audit and how to utilize both to ensure proper safeguarding of district resources. Explore the attitudes and conditions conducive to fraud, waste and abuse and how preventative measures such as internal controls, policy and oversight that can protect district resources. Learn how to respond if the board or others suspect irregularities.

10:50 – 11:00 a.m. Break

11:00 a.m. – 12:30 p.m. The Responsibility of the Board of Education in School District Finances

Explore the principal sources of school district funds and major guidelines affecting disposition of funds from each source. Learn why the district prepares a budget, obtains voter approval and understand laws and rules affecting the budget process.

12:30 – 1:30 p.m. Lunch

1:30 – 2:45 p.m. The Responsibility of the Board of Education in Managing School District Fiscal Fitness

Gain insight into financial management and accounting practices that promote fiscal fitness. Understand the purpose of cash flow projection, executing budget transfers and more. Learn how mismanagement of fund balance and reserve funds can have an impact on your district.

2:45 – 3:00 p.m. Break

3:00 – 4:15 p.m. The Responsibility of the Board of Education in Budget Development

Learn what information your board should receive regularly, in what form and from whom. Identify elements of financial reports that warrant special attention to ensure the district's financial health. Understand key indicators of a financially stressed district.