

TENNESSEE DEPARTMENT  
OF EDUCATION  
SCHOOL BOARD ACADEMY

Catalog of Events  
July 1, 2018 - June 30, 2019

*A collaborative effort between the*  
Tennessee School Boards Association  
Dr. Tammy Grissom, Executive Director  
and the  
Tennessee Department of Education  
Dr. Paul Fleming, Assistant Commissioner, Teachers and Leaders Division

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# At a Glance: Organization of School Board Academy Modules

## *Basic Core Modules*

- Advocating the Board's Vision
- Board Policy and Operations
- Board/Superintendent Relations
- School Law
- The Board's Role in School Finance

*The basic content of the core modules does not change; therefore, board members should only take the core modules once. All board members elected or appointed prior to July 1, 2017 are considered grandfathered in terms of the state training requirements. Therefore, those board members are not required to have School Law or Advocating the Board's Vision before being eligible to take Optional Credit Modules or Local Option Credit to fulfill the state annual training requirements.*

## *Online Module*

- Legal Issues Impacting School Boards

*Online modules may be taken to fulfill state training requirements; however, it is strongly recommended that the basic core modules are taken first.*

## *Joint Academy Modules*

- Teaming and the School Board: Working Together to Improve Student Achievement (*one-day event*)
- Planning: A Joint Venture Part I and Part II (*one or two-day event*)

*Board members attend the joint academy modules as a team along with their superintendent. Joint Academy modules may be taken to fulfill state training requirements.*

## *Optional Credit Modules*

- TSBA Summer Law Institute
- TSBA Board Chairman Workshop
- TSBA Leadership Conference

*Registration fees are associated with all Optional Credit Modules. These modules fulfill annual training requirement for experienced board members who have completed the basic core modules. Cannot be substituted for the basic core modules.*

## 2018-2019 School Board Academies By Date

2018		
Topic	Location	Date
TSBA Summer Law Institute	Gatlinburg	July 20-21 (F-Sa)
TSBA Board Chairman Workshop	TSBA	October 5 (F)
New Board Member Orientation	TSBA	October 8-9 (M-Tu)
TSBA Leadership Conference	Nashville	November 1-2 (Th-F)
New Board Member Orientation	TSBA	December 6-7 (Th-F)
2019		
New Board Member Orientation	TSBA	January 10-11 (Th-F)
The Board's Role in School Finance	Knoxville	January 17 (Th)
The Board's Role in School Finance	Jackson	January 24 (Th)
The Board's Role in School Finance	TSBA	February 1 (F)
Advocating the Board's Vision	Knoxville	March 7 (Th)
Advocating the Board's Vision	Jackson	March 12 (Tu)
Advocating the Board's Vision Distant Learning Sites: - Lauderdale County - McMinn County	TSBA	March 15 (F)
Board/Superintendent Relations	Jackson	April 9 (Tu)
Board/Superintendent Relations	TSBA	April 12 (F)
Board/Superintendent Relations	Johnson City	April 16 (Tu)
School Law	Johnson City	May 7 (Th)
School Law Distant Learning Sites: - Lauderdale County - Hawkins County	TSBA	May 13 (M)
School Law	Jackson	May 21 (Tu)
Board Policy and Operations	Johnson City	June 4 (Tu)
Board Policy and Operations	TSBA	June 7 (F)
Board Policy and Operations	Memphis	June 20 (Th)
TSBA Summer Law Institute	Jackson	June 28 (F)
Other		
Planning: A Joint Venture	Scheduled by request with majority of board & superintendent in attendance	
Teaming and the School Board	Scheduled by request with majority of board & superintendent in attendance	
Legal Issues Impacting School Boards (online)	Individually scheduled by request	

# State Laws and Regulations

## **Tenn. Code Ann. 49-2-202(a)(6)**

All board members shall be properly trained during their service on the board of education. The minimum requirements for this training shall be established by the state board of education and shall include an annual session for all board members.

## **STATE BOARD OF EDUCATION RULES AND REGULATIONS, 0520-1-2-.11**

- (1) Every member of a local board of education shall participate annually in seven hours of training provided by the School Board Academy. In addition, all newly-elected members of a local board of education shall attend a fourteen hour orientation during their first year in office.
- (2) The School Board Academy shall be administered by the State Department of Education.
- (3) The annual program of the School Board Academy will consist of modules approved by the State Board of Education. The Tennessee School Boards Association (TSBA) shall develop and conduct the majority of the approved modules.
- (4) A School Board Academy Advisory Committee shall be established by the State Board of Education. The Advisory Committee will be responsible for evaluating academy programs. The Advisory Committee will also be responsible for recommending an annual program plan for the academy prior to the beginning of each school year for approval by the State Board of Education. The Advisory Committee will include the Executive Director and the President of the Tennessee School Boards Association, a member of the State Board of Education, the President of the Tennessee Organization of School Superintendents, and the Commissioner of Education or his designee. It will also include others appointed by the State Board of Education for terms designated by the State Board of Education.

## Attendance Requirements

### **EXPERIENCED BOARD MEMBERS**

**Before January 1, 2018**

- Must complete one module before June 30, 2019.
- Must have completed Orientation and the basic core modules to take advantage of the Optional Credit or Local Option Credit modules to satisfy the state mandated training requirement.
- Must attend the entire module in order to receive credit.

### **NEW BOARD MEMBERS**

**After January 1, 2018**

- Must attend a two-day Orientation by June 30, 2019.
- Must attend one Module by June 30, 2019.
- It is recommended that board members complete the basic core modules first.
- Must attend the entire module in order to receive credit.

## EXCEPTIONS

Exceptions are granted only when extraordinary circumstances prevent a board member from attending a regularly scheduled School Board Academy. The request for an exception must be submitted to Grace Jones at the Tennessee Department of Education Division of Teachers and Leaders at [grace.jones@tn.gov](mailto:grace.jones@tn.gov) or mailed to the below address:

12th Floor Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243

The request submitted by the superintendent or his/her designee must be accompanied by:

- A certified statement from a physician, if applicable.
- A record of action on the request for an exception by the local board of education at a public meeting.

# How to Register

## GENERAL INFORMATION

- A limited number of space is available for each School Board Academy.
- In-person sessions with fewer than ten registrants may be cancelled.
- Distance learning sites with fewer than five registrants may be cancelled.

## REGISTRATION PROCEDURES

- Review requirements for school board member attendance for the 2018-2019 training cycle.
- Examine the module descriptions you are considering.
- The basic content of the core modules does not change; therefore, board members should only take the core modules once.
- Select the module you wish to attend.
- Complete the applicable registration form found in this catalog or register online at [www.tsba.net](http://www.tsba.net), scroll over the tab "School Board Academies" or "TSBA Meetings", and click on the drop-down for the meeting you are interested in attending.
- Forward forms to:  
TSBA  
ATTN: Registrar  
525 Brick Church Park Drive  
Nashville, TN 37207  
Phone: 800-448-6465  
Fax: 615- 815-3911  
[registrar@tsba.net](mailto:registrar@tsba.net)

## INFORMATION ABOUT DATES, LOCATION AND DIRECTIONS

If you need to confirm the date and location of an Academy session or need directions, call the Tennessee School Boards Association at 615/815-3910. Information may also be obtained through the TSBA Website at [www.tsba.net](http://www.tsba.net).

# Stipend

## **New Board Members**

Orientation = \$150.00 Stipend (*attendance at both days is required to receive the \$150.00 stipend*)

One 7 hour Module = \$75.00 Stipend

## **Experienced Board Members**

One 7 hour Module = \$75.00 Stipend OR

Planning: A Joint Venture (one-day) = \$75.00 Stipend OR

Planning: A Joint Venture (two-day) = \$150.00 Stipend

While the state provides a stipend for attendance at School Board Academies, meals are not included. However, they do provide for morning and afternoon breaks.

# Orientation

## LOCATION/DATES

TSBA	October 8-9, 2018 (M-Tu)
TSBA	December 6-7, 2018 (Th-F)
TSBA	January 10-11, 2019 (Th-F)

### **Objective:**

To provide an overview of the roles, responsibilities and legal duties of school board members.

### **Special Consideration:**

Board members who assumed office after January 1, 2018, are required to attend the Orientation session before June 30, 2019.

### **Description:**

This session is designed to meet the needs of new board members. Through active participation in this session, you learn the do's and don'ts of effective boardsmanship.

Major topics covered during the session include:

- Education's Governance Structure
- Basics of Boardsmanship
- Finance
- Promotion of the School System
- Board Policies
- Planning
- School Law
- Board/Superintendent Relations
- Board/Staff Relations
- Board/Student Relations
- Hot Topics Facing School Boards





# Basic Core Modules

**The Board's Role in School Finance  
Advocating the Board's Vision  
Board/Superintendent Relations  
School Law  
Board Policy and Operations**

*The basic content of the core modules does not change; therefore, board members should only take the core modules once.*



# The Board's Role in School Finance

## LOCATIONS/DATES

Knoxville	January 17, 2019 (Th)
Jackson	January 24, 2019 (Th)
TSBA	February 1, 2019 (F)

### **Objective:**

To provide an overview of the board's role in developing the school system budget.

### **Description:**

In this session, board members will learn their role in the budget process and how it relates to the board's mission and vision for the school system.

Major topics covered during the session include:

- History of School Finance
- Overview of the BEP
- Local Revenue and Federal Funds
- Budget Process
- How to Read a Budget Document
- Factors Affecting a Budget
- Building Support for the Budget

# Advocating the Board's Vision

## LOCATIONS/DATES

Knoxville	March 7, 2019 (Th)
Jackson	March 12, 2019 (Tu)
TSBA	March 15, 2019 (F)
*Lauderdale County - <i>Distant Learning Site</i>	March 15, 2019 (F)
*McMinn County - <i>Distant Learning Site</i>	March 15, 2019 (F)

### Objective:

To explore the board's role in creating a vision for excellence for all students and in building public support to achieve the vision.

### Special Consideration:

Board Members must bring a laptop, iPad, or tablet to this session, along with a copy of their board's strategic plan.

### Description:

In this session, participants engage in discussion to learn what vision is, how it is created and the critical components it must include. Board members discover how to build public support from all stakeholders for their school district vision, mission and goals. During this session, participants will see the connection between standards of excellence in all areas of the school operation and the vision that they set as a school board. They will also learn how to use data to assess needs, set goals and determine priorities for the school system. Participants will have the opportunity to earn a micro-credential in the area of strategic planning. The purpose of this exercise is to expose board members to competency-based personalized professional learning through micro-credentials and to help them become more familiar with an innovation that many of their teachers are engaging in through the Tennessee Micro-credential Pilot.

Major topics covered during the session include:

- Exercising Board Leadership Through the Visioning Process
- Why Boards Need to Have a Vision
- What Vision Is-What Vision Does-What Kills Vision
- Role of the Board and Superintendent in the Vision and Planning Process
- TN Succeeds: Equity, Expectations and Pathways
- Vision of Students Today
- Translating Vision into Action
- Using Data to Assess Needs and Setting Goals
- Building Stakeholder Support for the Vision
- Working with the Media
- Board's Role as a Creator of Public Opinion

# Board/Superintendent Relations

## LOCATIONS/DATES

Jackson	April 9, 2019 (Tu)
TSBA	April 12, 2019 (F)
Johnson City	April 16, 2019 (Tu)

### **Objective:**

To provide an overview of the roles and responsibilities of the school board and the superintendent.

### **Description:**

This session focuses on ways to select a superintendent, build the board/superintendent team, and evaluate the performance of the superintendent. During the course of the session, you will have the opportunity to look closely at both roles and learn more about interrelationships and independence – two essential elements for successful and productive relations. Participants will also review the elements of a superintendent contract.

Major topics covered during the session include:

- Job Descriptions of Board Members/Superintendents
- Roles and Expectations of Superintendent/Board
- Superintendent Selection
- Employment Contract
- Team Development
- Superintendent Performance Evaluations
- Code of Ethics

# School Law

## LOCATIONS/DATES

Johnson City	May 7, 2019 (Tu)
TSBA	May 13, 2019 (M)
*Lauderdale County - <i>Distant Learning Site</i>	May 13, 2019 (M)
*Hawkins County - <i>Distant Learning Site</i>	May 13, 2019 (M)
Jackson	May 21, 2019 (Tu)

### **Objective:**

To determine the legalities that govern the school board.

### **Description:**

School board members must be familiar with the legal issues that affect policy. In this session, participants review the legal duties of the school board and the Tennessee Sunshine Law.

Major topics covered during the session include:

- Duties and Powers of the Board, Superintendent, and Local Legislative Body
- Open Meetings and Open Records
- Ethics
- Students' Rights
- Employee Rights

# Board Policy and Operations

## LOCATIONS/DATES

Johnson City	June 4, 2019 (Tu)
TSBA	June 7, 2019 (F)
Memphis	June 20, 2019 (Th)

### **Objective:**

To provide an overview of the responsibilities of the board and superintendent in board operations and policy development, implementation, monitoring, and evaluation.

### **Description:**

This session focuses on the importance of school board policy and school board operations. Board Members will discuss policy development, Parliamentary Procedure, and board meeting procedures.

Major topics covered during the session include:

- Structure of Policy
- Policy Development
- Policy Review, Revision, and Oversight
- Administrative Procedures
- Board Operations
- Parliamentary Procedure
- The Board and Employees





# Online Module

## **Legal Issues Impacting School Boards**

*Elective modules may be taken to fulfill state training requirements; however, it is strongly recommended that the basic core modules are taken first.*



# Legal Issues Impacting School Boards

## *(online course)*

**Individually scheduled by request. This module can only be taken once.**

### **Objective:**

To provide board members with a basic understanding of key school law issues and keep board members up to date on the most current developments in school law so they will have the information they need to make sound reasonable decisions.

### **Special Considerations:**

- Board members must have access to a computer with internet connectivity.

### **Description:**

This online module consists of seven separate modules each covering a different school law issue. The modules may be completed as a group or may be done on an individual basis however to receive school board academy credit, all modules must be completed during the 2018-2019 fiscal year.

The modules include:

- Open Meetings and Open Records
- Parliamentary Procedure
- Employee Rights and Relations
- Ethical Guidelines for School Board Members
- Legislative Advocacy and the School Board
- The Bill of Rights and its Impact on School Districts
- The Board-Superintendent Relationship



# Joint Academy Modules

**Teaming and the School Board: Working Together to  
Improve Student Achievement**

**Planning: A Joint Venture Part I and Part II**

*The superintendent and the board must attend these sessions as a team.  
No partial credit will be granted.*



# Teaming and the School Board

## Scheduled by Request

### Objective:

To increase collaboration and productivity in a school governance team and support high achievement for all children.

### Special Consideration:

The superintendent and majority of the school board must attend.

### Description:

Managing a school system is “big business” that educates the majority of tomorrow’s citizens and the success of a school governance team is directly related to the future of our nation.

Major topics covered during the session include:

- Understanding Groups and Teams
- Behavior of School Board Members in Board Situations
- Effective Communication Among the Board Team
- Effective Governance Team
- Trust Building Behaviors
- Build an Effective Board/Superintendent Relationship



# Planning: A Joint Venture Part I & II

## Scheduled by Request

### Objectives:

1. To develop practical skills and increase knowledge in the planning process.
2. To provide superintendents and board members with methods to develop a common vision and mission statement.
3. To develop strategies for setting system goals.
4. To monitor/evaluate results to bring about systematic change.
5. To provide follow-up and support in Part II for boards who have previously attended a Joint Venture Session.

### Special Considerations:

- The superintendent and majority of the school board must attend.
- Superintendents and school board members meet in large group, presentation, and discussion sessions with other systems as well as with team members in small group settings throughout the two-day workshop experience. The casual meeting site facilities provide a relaxed atmosphere and open communication.

### Description:

#### *Planning: A Joint Venture I*

The importance of planning for a school system's future is the major focus of this institute. The Tennessee Department of Education and the Tennessee School Boards Association present the steps for establishing a school system's mission and vision. Also included are strategies to help you plan for school improvement through goal setting, and definitions of strategies, as well as methods to monitor and evaluate results to help you modify plans over time. Participants discuss how to incorporate the State Department of Education's Strategic Plan and the State Board of Education's Performance Standards/Master Plan into a school system's plan.

#### *Planning: A Joint Venture II*

For those boards that have attended Planning: A Joint Venture I, Planning: A Joint Venture II is available. In this session boards review their beliefs and mission statements and report the progress they have made toward their goals. Prior to the sessions, board members are asked to complete a board self-evaluation instrument and send it back to TSBA to tabulate and analyze. During the session, the facilitator shares the results with the board and leads members through a process to discover ways to improve. Each board has the opportunity to further develop its strategic plan, including in-depth exploration of a board project, or the board may focus exclusively on plans for board improvement.

# Optional Credit Modules

**TSBA Summer Law Institute  
TSBA Board Chairman Workshop  
TSBA Leadership Conference**

*Optional Credit Modules fulfill annual training requirements for experienced board members who have completed the basic core modules.  
Registration fees are associated with all Optional Credit Modules.*



## TSBA Summer Law Institute

### LOCATIONS/DATES

Gatlinburg July 20-21, 2018 (F-Sa)  
Nashville June 27-28, 2019 (Th-F)

#### Objectives:

1. To review current legal and legislative issues and to develop understanding of these issues.
2. To discover implications for board members and school systems.

#### Description:

Are you interested in the most up-to-date decisions regarding school cases in Tennessee as well as the rest of the nation? Do you want to know what laws were passed by the General Assembly in the last session? Then this training is for you! During this meeting participants are provided with a review of Tennessee and national school cases, the Attorney General Opinions, and new laws passed by the General Assembly.

**A registration fee is associated with this institute.**

## TSBA Board Chairman Workshop

### LOCATION/DATE

TSBA October 5, 2018 (F)

#### Objective:

To provide board chairmen with critical information about the duties and responsibilities of their leadership role.

#### Description:

As the board chairman, your role on the board takes on a new dimension. This workshop was developed to help you meet the requirements of your position and provide tools to assist you to build a better school board.

Effective meeting management is a major focus of this session. You are also introduced to parliamentary procedure, legal requirements of board meetings, and staff relations. Participants are engaged in activities that develop critical skills to deal more effectively with media and the public.

**A registration fee is associated with this workshop.**

## TSBA Leadership Conference

### LOCATION/DATES

Nashville November 1-2, 2018 (Th-F)

#### Objective:

To provide local board chairmen with the necessary tools to work effectively with the superintendent, other members of the board, the local funding agency and the public to improve student achievement.

#### Description:

In this workshop you have the opportunity to network with other experienced board chairmen. This interaction enables you to examine leadership styles, team building techniques and to learn the traits of effective leaders.

This year's conference will focus on the following topics:

- Leadership Through and Effective Governance Team
- Exercising Board Leadership Through the Visioning Process
- Leadership Communication Through Difficult Times

**Attendance at both days is required to receive credit.**

**A registration fee is associated with this conference.**



# School Board Academy Local Option Credit

The School Board Academy program offers Local Option Credit. Individual boards of education can submit a training workshop that they are conducting in their system for possible local option credit by submitting a request form to the Tennessee Department of Education Office of Deputy Commissioner/Chief Academic Officer and Division of Teachers and Leaders before the training occurs. The request form and guidelines for Local Option Credit may be obtained from TSBA's website at [www.tsba.net](http://www.tsba.net), then click on the tab titled, "School Board Academies", and then select the link on the right-hand column titled, "Local Option Credit Form". Email the completed form and supporting material to [grace.jones@tn.gov](mailto:grace.jones@tn.gov).

The form must include the title and description of the workshop along with the total number of hours. The goals of the Local Option training must reflect the School Board Competencies identified in the School Board Academy Program. If approved, school board members can use this local training event to fulfill their mandatory school board training requirement. This is an option that is only available to those board members who have completed the basic core modules. Registration, cost and other expenses to attend are the responsibility of the individual board member.



# Tennessee Department of Education

## 2018-2019 School Board Academy

### NEW BOARD MEMBER (After January 1, 2018) Registration Form

Name of School System: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone with Area Code: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

School board members elected/appointed after January 1, 2018, are required to attend a two-day **Orientation Module** and **one Academy Module** before June 30, 2019.

A.  *I will be attending the Orientation Module on October 8-9, 2018 at the TSBA Headquarters in Nashville, Tennessee.*

*I will be attending the Orientation Module on December 6-7, 2018 at the TSBA Headquarters in Nashville, Tennessee.*

*I will be attending the Orientation Module on January 10-11, 2019 at the TSBA Headquarters in Nashville, Tennessee.*

B.  **Academy Module:** Please list the title, location and date of the annual academy module you would like to attend.

Academy Module: \_\_\_\_\_  
Title Location Date

#### Submit Form to TSBA via:

Email: registrar@tsba.net

Fax: (615) 815-3911

*For registration information or assistance call the Tennessee School Boards Association at 800-448-6465, ext. 3910 or (615) 815-3910.*



# Tennessee Department of Education

## 2018-2019 School Board Academy

### EXPERIENCED BOARD MEMBER (Before January 1, 2018) Registration Form

Name of School System: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone with Area Code: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Experienced board members must attend ONE Academy Module before June 30, 2019.**

Please list the title, location and date of the annual academy module you would like to attend.

Academy Module: \_\_\_\_\_  
Title Location Date

*You must have completed the Orientation module and the basic core modules to allow for Optional Credit or Local Option Credit substitution of the state mandated training requirement.*

**Submit Form to TSBA via:**

Email: registrar@tsba.net

Fax: (615) 815-3911

*For registration information or assistance call the Tennessee School Boards Association at  
800-448-6465, ext. 3910 or (615) 815-3910.*

# Tennessee Department of Education

## 2018-2019 School Board Academy

### NEW BOARD MEMBER (After January 1, 2018) Registration Form

Name of School System: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone with Area Code: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

School board members elected/appointed after January 1, 2018, are required to attend a two-day **Orientation Module** and **one Academy Module** before June 30, 2019.

A.  *I will be attending the Orientation Module on October 8-9, 2018 at the TSBA Headquarters in Nashville, Tennessee.*

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*I will be attending the Orientation Module on January 10-11, 2019 at the TSBA Headquarters in Nashville, Tennessee.*

B.  **Academy Module:** Please list the title, location and date of the annual academy module you would like to attend.

Academy Module: \_\_\_\_\_  
Title Location Date

#### Submit Form to TSBA via:

Email: registrar@tsba.net

Fax: (615) 815-3911

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# Tennessee Department of Education

## 2018-2019 School Board Academy

### EXPERIENCED BOARD MEMBER (Before January 1, 2018) Registration Form

Name of School System: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone with Area Code: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Experienced board members must attend ONE Academy Module before June 30, 2019.**

Please list the title, location and date of the annual academy module you would like to attend.

Academy Module: \_\_\_\_\_  
Title Location Date

*You must have completed the Orientation module and the basic core modules to allow for Optional Credit or Local Option Credit substitution of the state mandated training requirement.*

**Submit Form to TSBA via:**

Email: registrar@tsba.net

Fax: (615) 815-3911

*For registration information or assistance call the Tennessee School Boards Association at  
800-448-6465, ext. 3910 or (615) 815-3910.*

Tennessee School Boards Association  
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Nashville, TN 37207  
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