

Tennessee Department of Education School Board Academy



Catalog of Events July 1, 2019 - June 30, 2020

A collaborative effort between

Tennessee School Boards Association
Dr. Tammy Grissom, *Executive Director*

Tennessee Department of Education

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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
- Board's Role in School Finance

It is strongly recommended that the core modules are taken first.

Elective Module

A Deep Dive Into Boardsmanship

This session is designed for seasoned board members who have completed Orientation and a majority of the core modules.

Online Modules

- eBoardsmanship
- Legal Issues Impacting School Boards
- Helping Board Members Connect to Today's Labor Market

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/TETA Technology Safety Symposium
- TSBA Board Chairman Workshop
- TSBA Leadership Conference
- TETA Administrator's Technology Academy

Optional credit modules may be taken to fulfill state requirements. Registration fees are associated with some Optional Credit Modules.

2019-2020 School Board Academies By Date

| 2019 | | |
|---|--|--------------------------|
| Topic | Location | Date |
| TSBA Summer Law Institute | Gatlinburg | July 19-20 (Fri-Sat) |
| TSBA/TETA Technology Safety Symposium | TSBA | August 23 (Fri) |
| TSBA Board Chairman Workshop | TSBA | October 4 (Fri) |
| TSBA Leadership Conference | Nashville | November 14-15 (Thu-Fri) |
| 2020 | | |
| New Board Member Orientation | TSBA | January 9-10 (Thu-Fri) |
| Board's Role in School Finance | TSBA | January 16 (Thu) |
| Administrator's Technology Academy | Henderson | January 21 (Tue) |
| Board's Role in School Finance | Johnson City | January 23 (Thu) |
| Board's Role in School Finance | Jackson | January 30 (Thu) |
| A Deep Dive into Boardsmanship Distance Learning Sites - McMinn County - Lauderdale County | TSBA | February 4 (Tue) |
| Administrator's Technology Academy | Knoxville | February 25 (Tue) |
| Board/Superintendent Relations | Knoxville | March 5 (Thu) |
| Administrator's Technology Academy | Murfreesboro | March 11 (Wed) |
| Board/Superintendent Relations | Jackson | March 12 (Thu) |
| Board/Superintendent Relations Distance Learning Sites - McMinn County - Lauderdale County | TSBA | March 26 (Thu) |
| School Law | TSBA | April 13 (Mon) |
| School Law | Jackson | April 17 (Fri) |
| School Law | Knoxville | April 21 (Tue) |
| Board Policy and Operations | Knoxville | May 5 (Tue) |
| Board Policy and Operations Distance Learning Sites - McMinn County - Lauderdale County | TSBA | May 8 (Fri) |
| Board Policy and Operations | Jackson | May 12 (Tue) |
| Advocating the Board's Vision | Johnson City | June 2 (Tue) |
| Advocating the Board's Vision | TSBA | June 5 (Fri) |
| Advocating the Board's Vision | Jackson | June 10 (Wed) |
| TSBA Summer Law Institute | Jackson | June 26 (Fri) |
| 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 | |
| Teaming and the School Board | 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 | |
| eBoardsmanship (online) | Individually scheduled by request | |
| Legal Issues Impacting School Boards (online) | Individually scheduled by request | |
| Helping Board Members Connect to Today's Labor Market (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, 2019

- Must complete one module before June 30, 2020.
- Must attend the entire module in order to receive credit.

NEW BOARD MEMBERS

After January 1, 2019

- Must attend a two-day Orientation by June 30, 2020.
- Must attend one Module by June 30, 2020.
- 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 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 2019-2020 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, 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

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 615/815-3908. Information may also be obtained through the TSBA Website at 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 January 9-10, 2020 (Thu-Fri)

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, 2019, are required to attend the Orientation session before June 30, 2020.

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

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

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

Board's Role in School Finance

LOCATIONS/DATES

| | |
|--------------|------------------------|
| TSBA | January 16, 2020 (Thu) |
| Johnson City | January 23, 2020 (Thu) |
| Jackson | January 30, 2020 (Thu) |

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

Board/Superintendent Relations

LOCATIONS/DATES

| | |
|-----------|----------------------|
| Knoxville | March 5, 2020 (Thu) |
| Jackson | March 12, 2020 (Thu) |
| TSBA | March 26, 2020 (Thu) |

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

| | |
|-----------|----------------------|
| TSBA | April 13, 2020 (Mon) |
| Jackson | April 17, 2020 (Fri) |
| Knoxville | April 21, 2020 (Tue) |

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

| | |
|--|--------------------|
| Knoxville | May 5, 2020 (Tue) |
| TSBA | May 8, 2020 (Fri) |
| Lauderdale County - <i>Distant Learning Site</i> | May 8, 2020 (Fri) |
| McMinn County - <i>Distant Learning Site</i> | May 8, 2020 (Fri) |
| Jackson | May 12, 2020 (Tue) |

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

Advocating the Board's Vision

LOCATIONS/DATES

| | |
|--------------|---------------------|
| Johnson City | June 2, 2020 (Tue) |
| TSBA | June 5, 2020 (Fri) |
| Jackson | June 10, 2020 (Wed) |

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.

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
- 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

Elective Module

A Deep Dive Into Boardsmanship

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

A Deep Dive Into Boardsmanship

LOCATIONS/DATES

| | |
|--|------------------------|
| TSBA | February 4, 2020 (Tue) |
| Lauderdale County - <i>Distant Learning Site</i> | February 4, 2020 (Tue) |
| McMinn County - <i>Distant Learning Site</i> | February 4, 2020 (Tue) |

Objective:

To provide a deep dive for seasoned board members into the most important aspects of boardsmanship.

Special Consideration:

This session is designed for seasoned board members who have completed Orientation and a majority of the core modules.

Description:

This session will explore, in depth, answers to the many questions that have arisen since the new board member took office and first attended the Orientation module.

Major topics covered during the session include:

- The Evolution of Boardsmanship
- Promotion of the School System
- School Law
- Board/Superintendent Relations
- Board Relationships with Staff/Students
- Hot Topics Facing School boards

Online Modules

**eBoardsmanship
Legal Issues Impacting School Boards
Helping Board Members Connect to Today's Labor Market**

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

eBoardsmanship (*online course*)

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

Objectives:

1. To provide a Boardsmanship Profile to board members.
2. To offer recommendations to increase knowledge and skills in key areas.
3. To determine the effectiveness of the School Board Academy Modules.

Special Considerations:

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

Description:

This assessment module is a way for board members, the Tennessee Department of Education and TSBA to work hand in hand to determine if the modules are taught in a way that is helpful and memorable to you. This tool identifies your areas of expertise and provides suggestions for obtaining additional information in areas that can help you, as a board member, to grow professionally.

TSBA will provide a web-based “eBoardsmanship” module and you will work through the four sections of the module:

- 1) Board Game
- 2) Mini-Scenarios
- 3) Structured Situational Analysis
- 4) Video Clips

Once you have completed the four sections online, your responses will be tabulated and the results provided to you online in a Boardsmanship Profile that identifies your expertise in each of the Modules. The profile includes an explanation of scores as well as suggestions and ideas to help you further develop your knowledge and skills. Verifications of completion will be sent to TSBA.

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 2019-2020 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

Helping Board Members Connect to Today's Labor Market

(online course)

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

Objective:

To provide school board members with labor market information that can be used to connect with the future of work and reveal critical directions for policy and practice that supports employment success for students.

Special Considerations:

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

Description:

This online module consists of seven separate sections:

- The Future of Work
- Using Labor Market Information to Connect to the Future of Work
- Learning to Use Labor Market Information
- Incorporating Labor Market Information into Career Exploration, Planning and Policy
- Identifying and Sharing Local High-Value Careers
- Informed Career Exploration
- Career Planning and Pathways

Registration Fee:

- \$100

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/TETA Technology Safety Symposium
TSBA Board Chairman Workshop
TSBA Leadership Conference
TETA Administrator's Technology Academy

*Optional Credit Modules fulfill annual training requirements.
Registration fees are associated with some Optional Credit Modules.*

TSBA Summer Law Institute

LOCATIONS/DATES

Gatlinburg July 19-20, 2019 (Fri-Sa)

Jackson June 26, 2020 (Fri)

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. To register contact TSBA.

TSBA/TETA Technology Safety Symposium

LOCATION/DATE

TSBA August 23, 2019 (Fri)

Objective:

To provide critical information to board members on how to keep their students safe from online predators and their school district up-to-date on the latest technology.

Description:

During this symposium, attendees will be given an overview of social and emotional learning with the use of technology; data privacy with vendors; appropriate behavior of employees on social media; digital citizenship with students and the uses of eRate funds. The U.S. Department of Homeland Security will give a presentation on how to keep children safe from online predators through education and awareness; how to stay safe online and how to report abuse and suspicious activity.

A registration fee is associated with this workshop. To register contact TSBA.

TSBA Board Chairman Workshop

LOCATION/DATE

TSBA October 4, 2019 (Fri)

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. To register contact TSBA.

TSBA Leadership Conference

LOCATION/DATES

Nashville November 14-15, 2019 (Thu-Fri)

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.

A registration fee is associated with this conference. To register contact TSBA.

TETA Administrator's Technology Academy

LOCATIONS/DATES

| | |
|--------------|-------------------------|
| Henderson | January 21, 2020 (Tue) |
| Knoxville | February 25, 2020 (Tue) |
| Murfreesboro | March 11, 2020 (Wed) |

The Tennessee Educational Technology Association (TETA) Administrator's Technology Academy is held every year at three regional locations. The goal of the academies is to provide new and innovative ways to implement technology with the goal of improving student learning.

To register, contact TETA Executive Director, Joan Gray at Joan.Gray@teta.org.

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*, 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*.

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. Registration, cost and other expenses to attend are the responsibility of the individual board member.

Tennessee Department of Education

2019-2020 School Board Academy

NEW BOARD MEMBER (After January 1, 2019) 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, 2019, are required to attend a two-day **Orientation Module** and **one Academy Module** before June 30, 2020.

A. I will be attending the Orientation Module on January 9-10, 2020 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. 3908 or (615) 815-3908.

Tennessee Department of Education
2019-2020 School Board Academy

EXPERIENCED BOARD MEMBER
(Before January 1, 2019)
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, 2020.

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. 3908 or (615) 815-3908.*

Tennessee School Boards Association

525 Brick Church Park Drive

Nashville, TN 37207

www.tsba.net