



Catalog of Approved Training Courses

July 1, 2022 - June 30, 2023

All training courses listed in the catalog have been approved by the State Board of Education for mandated school board member training.

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2022-2023

Approved Training Courses By Date

2022		
Topic	Location	Date
TSBA Summer Law Institute	Gatlinburg	July 22-23 (Fri-Sat)
TSBA Board Chairman Seminar	TSBA/Virtual	October 7 (Fri)
New Board Member Orientation	TSBA	October 24-25 (Mon-Tue)
TSBA Leadership Conference	Nashville	November 10-11 (Thu-Fri)
New Board Member Orientation	TSBA	December 8-9 (Thu-Fri)
2023		
The Board's Role in School Finance	Knoxville	February 2 (Thu)
The Board's Role in School Finance	TSBA/Virtual	February 10 (Fri)
TSBA Legislative and Legal Institute	Franklin	February 16-17 (Thu-Fri)
Board/Superintendent Relations	TSBA/Virtual	March 9 (Thu)
Board/Superintendent Relations	Johnson City	March 23 (Thu)
A Deep Dive into Boardsmanship	TSBA/Virtual	April 14 (Fri)
School Law	Memphis	May 9 (Tue)
Advocating the Board's Vision	TSBA/Virtual	May 16 (Tue)
School Law	TSBA/Virtual	May 19 (Fri)
Board Policy and Operations	Jackson	June 6 (Tue)
Board Policy and Operations	TSBA/Virtual	June 9 (Fri)
TSBA Summer Law Institute	Jackson	June 30 (Fri)
Other		
Strategic 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.	
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 Law 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. Approval of Training Courses.
 - a. Local school board member training courses (“Training Courses”) shall be approved by the State Board.
 - b. Training Course hours will be recognized only for Training Courses approved by the State Board in accordance with this rule.
 - c. The State Board shall appoint a School Board Training Advisory Committee (“Advisory Committee”) responsible for evaluating and recommending Training Courses for approval. The Advisory Committee shall include a member of the State Board of Education, the Executive Director of the State Board or his/her designee, the Commissioner of Education or his/her designee, and at least one (1) local school board member. The Advisory Committee may also include others appointed by the State Board for terms designated by the State Board.
 - d. Beginning in 2022, the Advisory Committee shall evaluate proposed Training Courses and recommend Training Courses for approval to the State Board. The Advisory Committee shall require prospective Training Course providers to submit an application for Training Course approval to the Advisory Committee by February 15 prior to the fiscal year in which the Training Course will be offered. The application for Training Course approval shall include, but is not limited to, the following information:
 1. Name of the prospective Training Course provider (individual(s), entity, and/or LEA);
 2. Experience of the prospective Training Course provider in providing school board member training;
 3. Instructor qualifications;
 4. Title, proposed agenda, and length of Training Course(s);
 5. Intended audience for the Training Course(s) (New Board Members and/or Experienced Board Members);
 6. Description of content to be delivered and learning objectives;
 7. Description of instructional strategies, activities, and presentation materials;
 8. Method of delivery of Training Course content (webinar, in-person, etc.);

9. Fees, if any, to be charged;
 10. Methods used to evaluate the achievement of stated learning objectives and Training Course provider effectiveness; and
 11. If an LEA proposes Training Courses for approval, the proposal shall state whether the Training Courses are restricted to members of the LEA's Board of Education or if Training Courses will be open to any Board of Education member who wishes to participate.
- e. Any Training Courses not recommended for approval may be re-submitted by the provider to the Advisory Committee during the next application cycle.
 - f. Training Courses that meet the requirements of this rule and are recommended by the Advisory Committee for approval shall be submitted by the Advisory Committee to the State Board for approval.
 1. Beginning in 2022, the Advisory Committee shall submit recommended Training Courses for approval to the State Board no later than May 1 prior to the fiscal year in which the Training Course will be offered.
 2. Training Courses recommended by the Advisory Committee and approved by the State Board shall be included in State Board Local School Board Member Training Policy 2.100.
 3. Training Course approvals are valid for three (3) years, unless the provider or State Board indicates the Training Course is proposed or approved for a shorter period of time.
 4. Approved Training Course providers shall notify State Board staff if any changes to information outlined in subparagraph (1)(d) are made to approved Training Courses during the approval period. State Board staff shall determine if re-approval by the State Board is required as a result of the changes.
 - g. When submitting recommended Training Courses for approval to the State Board, the Advisory Committee shall include a summary of the reasons for the approval recommendation.

2. Training Requirements.

- a. Training Requirements for New Board Members. Beginning on July 1, 2022, newly elected or newly appointed members of a local board of education ("New Board Members") shall, at a minimum, participate in twenty-one (21) hours of training during their first year in office. The twenty-one (21) hours shall include fourteen (14) hours of orientation Training Courses covering topics outlined in subparagraph (2)(a)1.; however, if a New Board Member has been elected to a local board of education with a break in service of more than four (4) years, the New Board Member may choose to substitute any orientation Training Course with any other approved Training Course to count toward the required fourteen (14) hours of orientation training. The remaining seven (7) hours shall be selected from any additional approved Training Course(s). All required training hours shall be completed

within twelve (12) months of joining the local board of education.

1. Orientation Training Course Content. New Board Members shall complete orientation Training Courses covering the following topics:

- i. Education's governance structure, including an overview of the roles and responsibilities of the State Board of Education, Department of Education, and the Public Charter School Commission;
- ii. School data and finance;
- iii. Communication and engagement;
- iv. Board policies;
- v. Strategic planning;
- vi. School law;
- vii. Board/Director of Schools relations;
- viii. Board/staff relations;
- ix. Board/student relations;
- x. Tennessee open meetings and open records requirements; and
- xi. Conflict of interest and ethics.

b. Training Requirements for Experienced Board Members. Beginning on July 1, 2022, experienced local school board members with one (1) or more years of service on a local board of education with a break in service of no more than four (4) years ("Experienced Board Members") shall, at a minimum, complete seven (7) hours of training each fiscal year.

1. Training Course Content. Experienced Board Members shall select any approved Training Course(s) to meet the required seven (7) hours each fiscal year.
2. Local school board members who are re-elected to a local board of education with no break in service shall be considered Experienced Board Members for training purposes.

3. School Board Member Stipends and Monitoring.

- a. Local school board members may receive a stipend for completing approved Training Courses, subject to available funding. The Department of Education may be responsible for administration of any stipend payments utilizing state funds.
- b. The Department of Education shall be responsible for monitoring local school board member compliance with these rules. Approved Training Course providers shall provide a list to the Department of Education of all local school board members who have completed approved Training Courses during the fiscal year. This report shall be submitted to the Department of Education by July 15 following each fiscal year.

- c. If a local school board member is unable to complete all required training hours due to an unanticipated hardship, the Commissioner of Education may reduce the number of hours required for the board member under this rule upon receiving explanation of the unanticipated hardship and request for reduction. Any reduction granted by the Commissioner of Education shall only be valid for one (1) year. If a New Board Member is granted a reduction by the Commissioner, any orientation Training Courses not completed by the board member shall be made up in the following year. If a local school board member was unable to complete any of the required training hours due to an unanticipated hardship, the local board of education may request that the Commissioner of Education waive the annual training requirement for that board member. The waiver request shall include an explanation of the unanticipated hardship that prevented the board member from completing any required training hours.
4. Until June 30, 2022, local school board members shall comply with Training Course requirements through participation in the School Board Academy program administered by the Department of Education. Beginning on July 1, 2022 and thereafter, local school board members shall comply with Training Course requirements outlined in this rule.

Attendance Requirements

EXPERIENCED BOARD MEMBERS Before July 1, 2022

- Must complete seven hours of approved training before June 30, 2023. *(Must attend the entire seven hours in order to receive credit.)*

NEW BOARD MEMBERS After July 1, 2022

- Must complete a fourteen hour orientation by June 30, 2023. *(Must attend the entire fourteen hours in order to receive credit); and*
- Must complete seven hours of approved training by June 30, 2023. *(Must attend the entire seven hours in order to receive credit.)*

EXCEPTIONS

Exceptions are granted only when unanticipated hardships prevent a board member from attending a regularly scheduled training course. The request for an exception must be submitted to Christina Hickman at the Tennessee Department of Education, Administrative Assistant at Christina.Hickman@tn.gov or mailed to the below address:

710 James Robertson Parkway
Nashville, TN 37243

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

- Explanation of the unanticipated hardship; and
- A record of action on the request for an exception by the local board of education at a public meeting.

Stipend

New Board Members

Orientation = \$150.00 Stipend *(Must attend the entire fourteen hours to receive the \$150.00 stipend)*

One 7 hour course = \$75.00 Stipend *(Must attend the entire seven hours to receive the \$75.00 stipend)*

Experienced Board Members

One 7 hour course = \$75.00 Stipend *(Must attend the entire seven hours to receive the \$75.00 stipend)*

How to Register

GENERAL INFORMATION

- In-person courses with fewer than ten registrants may be cancelled.

REGISTRATION PROCEDURES

1. Review requirements for school board member attendance for the 2022-2023 training cycle.
2. Examine the course descriptions you are considering.
3. Select the course you wish to attend.
4. To register, contact your Board Secretary to register you online or email registrar@tsba.net.

INFORMATION ABOUT DATES, LOCATION AND DIRECTIONS

If you need to confirm the date and location of a training course or need directions, call the Tennessee School Boards Association at 615-815-3900. Information may also be obtained through the TSBA Website at www.tsba.net under the TSBA Meetings tab.

Local Option For Board Member Training Credit

Individual boards of education can submit a training course that they are conducting in their system for possible local option for board member training credit. Local boards must submit an application to the School Board Training Advisory Committee by February 15 prior to the fiscal year in which the training course will take place. Local boards will not be able to submit a local option for credit application for the 2022-2023 training cycle since the application window has already closed. For information on how to apply, please visit the State Board of Education's website at www.tn.gov/sbe.

TSBA Summer Law Institute

LOCATION/DATE

Gatlinburg	July 22-23, 2022 (Fri-Sat)
Jackson	June 30, 2023 (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 new and relevant state laws, in addition to state and federal school-related court decisions.

A registration fee is associated with this institute.

TSBA Board Chairman Seminar

LOCATION/DATE

TSBA/Virtual October 7, 2022 (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 seminar 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 seminar. 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 seminar.

New Board Member Orientation

LOCATIONS/DATES

TSBA October 24-25, 2022 (Mon-Tue)
 December 8-9, 2022 (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 July 1, 2022 are required to attend the Orientation course before June 30, 2023.

Description:

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

Major topics covered during the course 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

TSBA Leadership Conference

LOCATION/DATE

Nashville November 10-11, 2022 (Thu-Fri)

Objective:

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

Description:

In this conference you have the opportunity to network with other board members. 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.

The Board's Role in School Finance

LOCATIONS/DATES

Knoxville February 2, 2023 (Thu)

TSBA/Virtual February 10, 2023 (Fri)

Objective:

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

Description:

In this course, 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 course 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

TSBA Legislative and Legal Institute

LOCATION/DATE

Franklin February 16-17, 2023 (Thu-Fri)

Objectives:

1. To update school board members on recent development in law and legislation.
2. To discover implications for board members and school systems.

Description:

The TSBA Legislative and Legal Institute is a seminar that will address a number of issues. Topics include the following: a legislative update and a federal government update, comments from House and Senate leadership, current legal issues facing school boards, and the opportunity to get answers to your legal questions during an Ask the Attorney session.

A registration fee is associated with this institute.

Board/Superintendent Relations

LOCATIONS/DATES

TSBA/Virtual	March 9, 2023 (Thu)
Johnson City	March 23, 2023 (Thu)

Objective:

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

Description:

This course focuses on ways to select a superintendent, build the board/superintendent team, and evaluate the performance of the superintendent. During the course, 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 course 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

A Deep Dive Into Boardsmanship

LOCATION/DATE

TSBA/Virtual April 14, 2023 (Fri)

Objective:

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

Special Consideration:

This course is designed for seasoned board members.

Description:

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

Major topics covered during the course include:

- The Evolution of Boardsmanship
- Promotion of the School System
- School Law
- Board/Superintendent Relations
- How Your Board Operates
- Board Member Ethics

School Law

LOCATIONS/DATES

Memphis	May 9, 2023 (Tue)
TSBA/Virtual	May 19, 2023 (Fri)

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 course, participants review the legal duties of the school board and the Tennessee Sunshine Law.

Major topics covered during the course include:

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

Advocating the Board's Vision

LOCATION/DATE

TSBA/Virtual May 16, 2023 (Tue)

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 course, along with a copy of their board's strategic plan.

Description:

In this course, 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 course, 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 course 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

Board Policy and Operations

LOCATIONS/DATES

Jackson June 6, 2023 (Tue)
TSBA/Virtual June 9, 2023 (Fri)

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 course 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 course include:

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

Strategic Planning: A Joint Venture

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.

Special Considerations:

The superintendent and majority of the school board must attend.

Description:

The importance of planning for a school system's future is the major focus of this institute. The steps for establishing a school system's mission and vision will be presented. 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.

Teaming and the School Board

Scheduled by request.

Objectives:

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

Special Considerations:

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 positive school governance team is essential.

Major topics covered during the course 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

eBoardsmanship (Online Course)

Individually scheduled by request. This course 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 TSBA training courses.

Special Consideration:

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

Description:

This online assessment course 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.

The course includes four segments:

- Board Game
- Mini-Scenarios
- Structured Situational Analysis
- Video Clips

Legal Issues Impacting School Boards (Online Course)

Individually scheduled by request. This course 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 Consideration:

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

Description:

This online course consists of seven separate segments each covering a different school law topics.

The course includes:

- 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 course 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 Consideration:

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

Description:

This online course 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

Tennessee School Boards Association

525 Brick Church Park Drive

Nashville, TN 37207

www.tsba.net