

# Wisconsin Association of School Boards Introduction to School Board Service Guide Form

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

School District: \_\_\_\_\_

## Governance & Leadership

Board members are responsible for creating the conditions within their districts to enable students to meet rigorous knowledge and performance standards.

- Attend at least one session that addresses board member and superintendent responsibilities and roles, effective communication skills, conflict resolution, and/or the board's role in the superintendent evaluation.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

- Attend at least one session that addresses the Key Work of School Boards, strategic planning, setting a vision/mission, improving a district's climate and culture, and/or continuous improvement.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

- Attend at least one session addressing the board's role in curriculum, instruction, standards, assessment, accountability, and/or how to understand and use data.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

## Legal & Policy Responsibilities

Policy making is one of the school board's most important functions. Through policy, the board sets the educational goals for the district and provides directives for administrators and other staff to follow while working toward achieving the goals. Under law, school board members may act officially and legally only in properly authorized board meetings. So an understanding of the legal and policy responsibilities is vital.

- Attend at least one session intended to help board members develop the necessary skills and knowledge for setting policy. Topics may include the statutory basis for board policy, the policy adoption and amendment process, board policy versus administrative procedure, policy manual organization, policy format, and/or using an online policy manual. Sessions may be topic-specific.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

- Attend at least one session that provides board members with an introduction to the basics of school and government law. Topics covered should include the school board and board member powers and duties, respective roles of the board and district administrator, open meeting law, parliamentary procedures, public records law, conflicts of interest, and/or board member liabilities.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

## Finances & Facilities

School boards support district goals and priorities by the allocation of resources to drive student achievement. Nothing conveys what is important to a school board more than the budget it adopts.

- Attend at least one session intended to help board members develop a basic understanding of state general equalization and categorical aids, the financing of various student learning options, the revenue limit, and/or school levy tax credits. Members are encouraged to consider a session featuring the WASBO/WASB/WSPRA Investing in Wisconsin Public Schools interactive tool.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

- Attend at least one session intended to help board members understand budget planning and development, reconciliation and approval, budget management and/or reporting.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

- Attend at least one session intended to help board members understand the necessary pieces to consider in a financial and/or facilities assessment for the district, how to know when your district needs to go to referendum, and/or basic components of your district's insurance and liability requirements.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

## Advocacy & Community Relations

The primary responsibility of the school board is to raise student achievement and engage the community to attain that goal. This includes advocating at the local level as well as with state and federal policy makers.

- Attend at least one session that addresses how to develop effective communication strategies and/or collaborative endeavors.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

- Attend at least one session that outlines the legislative process, provides an overview of current legislative issues, and/or is intended to enable school board members to advocate at the state and federal levels.

Session Attended \_\_\_\_\_

Date \_\_\_\_\_

Once completed, return to:

Wisconsin Association of School Boards

122 W. Washington Ave., Suite 400

Madison, WI 53703

Email: [info@wasb.org](mailto:info@wasb.org)

Fax: 608-257-8386

Form may be returned at any time. Deadline to return the form and be recognized by the WASB during that fall's Regional Meetings is Aug. 1.