

A PROFESSIONAL DEVELOPMENT GUIDE FOR NEW SCHOOL BOARD MEMBERS

INTRODUCTION TO SCHOOL BOARD SERVICE PROGRAM

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 (a specific curriculum guidebook developed by the National School Boards Association), 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 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
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Madison, WI 53703
[Email: info@wasb.org](mailto:info@wasb.org) Fax: 608-257-8386