

**Board Leadership Development  
Sessions & Modules**  
**Four hours per session; one hour per module**

M o d u l e	Session 1	Session 2:	Session 3:	Session 4
	Face to Face December Meeting	Face to Face February Meeting	Face to Face June (pre-session)	Face to Face July Meeting
	<b>Powers &amp; Duties of the Board</b>	<b>Board/Superintendent Relations</b>	<b>Budget &amp; Finance</b>	<b>Strategic Planning</b>
1	<p>Welcome &amp; Introduction; Overview of the Session: You're a board member—Now what?</p> <p>Statutory requirements and rights</p> <p>Various roles of a board member:</p> <ul style="list-style-type: none"> <li>• Member;</li> <li>• Trustee;</li> <li>• Employer;</li> <li>• Policy maker</li> </ul> <p>Orientation for new board members</p> <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Bd. Norms</li> <li>• Public meetings</li> <li>• Executive session</li> </ul>	<p>Welcome &amp; Introductions</p> <p>Overview of the Session: Developing an effective relationship between the Board and the Superintendent.</p> <p>Do you know what you want in your sole employee-the superintendent? How do you communicate that vision?</p> <p>Board norms on communication</p> <p>Whose decision is it, anyway?</p>	<p>Welcome &amp; Introductions</p> <p>Overview of the Session: Board's most important job-Fiduciary responsibility</p> <p>School district budget &amp; Finance: how is it different from other state or private agencies? Which funds can be used for which purpose?</p> <p>Communicating how the budget reflects/supports the strategic plan.</p>	<p>Welcome &amp; Introductions</p> <p>Overview of the Session:</p> <p>What is a strategic plan?</p> <p>Why should your district have one?</p> <p>What is the process for developing an effective strategic plan for the district? Who's involved? Who facilitates the process?</p>
2	<p>Boardsmanship: What is required of a board member: training, attendance, meeting protocol, behavior; Code of ethics.</p> <p>Duties/responsibilities of officers,</p> <p>Duty &amp; authority of each member vs. duty and authority of the whole. When can/should a board member be sanctioned?</p> <p>Legislative influence</p> <p>Lawsuits: attorney privileges: who has</p>	<p>Communication between and among the Board and the Superintendent. Who is the spokesperson?</p> <p>Working with the media, the legislature, community leaders and groups; chain of command;</p> <p>Public speaking 101;</p> <p>How to address each other in board meetings</p>	<p>NM Funding formula: History &amp; process for building and managing the district's budget. How has the formula changed? Above and below the line funding.</p> <p>Other funding:</p> <ul style="list-style-type: none"> <li>• Federal supplemental funds: requirements, reporting, RFRs</li> <li>• Mill and bond funds:</li> <li>•</li> </ul>	<p>Developing the vision and mission for the district: How/or does the district obtain community input? How does the board influence or set the culture of the district?</p>

	authority to contact the district's attorney?			
3	<p>District Policies &amp; Instruction: What is the board's role in developing, modifying &amp;/or approving district policy; what happens when policies are broken or not followed? What is the board's role regarding instruction?</p> <p>Understanding the education jargon: acronyms; websites</p>	<p>Board Meeting Protocol: Who sets the agenda, Who has input; How is that communicated;</p> <ul style="list-style-type: none"> <li>• Rolling quorums,</li> <li>• Closed sessions,</li> <li>• Running the meeting</li> <li>• Community input</li> <li>• Restrained vs. restraint</li> <li>• Consent calendar</li> </ul> <p>Confidentiality:</p>	<p>Capital Projects</p> <ul style="list-style-type: none"> <li>• Master plan</li> <li>• Bond counsel; bonding capacity</li> <li>• Arbitrage</li> <li>• PSCOC</li> <li>• PSFA</li> </ul> <p>Building maintenance &amp; School Dude</p>	<p>Communication: How does the board communicate its expectations and initiatives to the community, to district personnel? What is the protocol for communication between and among board members, the superintendent, the community and the district?</p>
4	<p>Budget, finance &amp; Personnel: Responsibility &amp; duties: What should a board member know; what should be expected in reports; the board's only employee; appropriate questions regarding personnel; Board activities-funding &amp; budget;</p>	<p>Supervision &amp; evaluation of the superintendent; setting goals and expectations; contract negotiation and renewal; retreats; when the relationship becomes negative; legal issues Everything your superintendent wished the Board knew and didn't Board self evaluation</p>	<p>Special elections; mail-in ballots.</p> <p>Panel Discussion: Financial Pitfalls &amp; Landmines PED presentation: David Craig</p>	<p>Using the strategic plan to guide and approve new initiatives; how does the board monitor progress?</p>