



Board Leadership Development Program 2019-2020

New Board Member Support

SYLLABUS

November 2019

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Text:

Becoming a Better Board Member: A Guide to Effective School Board Service 4th Edition
(provided to participants at no cost)

Description:

The Board Leadership Development Program (**BLDP**) is a collaborative continuation of the New Board Member Support Program (**NBMSP**) between the New Mexico School Boards Association and Cooperative Educational Services. The **BLD-NBMSP** has been designed to provide all new board members elected or appointed in 2019 with a year's worth of sustained support around issues importance to new board members. One of the exciting aspects of **BLD-NBMSP** is that it will be both face-to-face and Internet-based and will provide no-cost training credit for participants to meet the training requirements

Goals:

- To help each new board member become acquainted with the roles and responsibilities of board service
- To have each new board member understand the key work of school boards.
- To assist all new board members throughout their first year of service with personalized support and consultation



Resources:

Becoming a Better Board Member: A Guide to Effective School Board Service 4th Edition

GoToMeeting scheduled sessions as requested: On your computer or smartphone:

<https://www.gotomeet.me/NMSBA-NBMSP>

You can also dial in using your phone.

United States: +1 (571) 317-3131

Access Code: 952-526-733

Evaluation:

Each session will be evaluated by participants

BLDP-NBMSP Schedule:

Month and Location	Topics
Session 1 December 5, 2012 Albuquerque Powers and Duties of the Board	<ul style="list-style-type: none">• <u>Welcome & Introduction</u>; You're a board member—Now what?• <u>Boardsmanship</u>: What is required of a board member: training, attendance, meeting protocol, behavior; Code of Ethics.• <u>Budget, Finance & Personnel</u>: Responsibility & duties: What should a board member know• District Policies & Instruction: What is the board's role in developing, modifying &/or approving district policy
Session 2 January 23, 2020 Santa Fe Board/Superintendent Relations	<ul style="list-style-type: none">• Developing an effective relationship between the Board and the Superintendent.• Communication between and among the Board and the Superintendent• Board Meeting Protocol: Who sets the agenda, Who has input; How is that communicated• Supervision & evaluation of the superintendent: setting goals and expectations; contract negotiation and renewal; retreats; when the relationship becomes negative; legal issues
Session 3 May 28, 2020 Albuquerque Budget and Finance	<ul style="list-style-type: none">• Board's most important job-Fiduciary Responsibility-School district budget and finance• NM Funding formula: History & process for building and managing the district's budget• Capital Projects, Master plan, bond counsel; bonding capacity, arbitrage, PSCOC• Special elections; mail-in ballots. Audits: what do they really mean?
Session 4 July 9, 2020 Taos Strategic Planning	<ul style="list-style-type: none">• What is a strategic plan? Why should your district have one? What is the process for developing an effective strategic plan for the district?• Developing the vision and mission for the district: How/or does the district obtain community input?• Communication: How does the board communicate its expectations to the district?• Using the strategic plan to guide and approve new initiatives.

Examinations: This is an examination free experience.

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

Module	Session 1	Session 2:	Session 3:	Session 4
	Face to Face	Face to Face	Face to Face	Face to Face
	December 5, 2019 Meeting	January 23, 2020 Meeting	May 28, 2020 Meeting	July 9, 2020 Meeting
	Powers & Duties of the Board	Board/Superintendent Relations	Budget & Finance	Strategic Planning
1	<p>Welcome & Introduction; You're a board member—Now what? Orientation for new board members Authority, Roles, & Responsibilities Statutory requirements and rights Various roles of a board member:</p> <ul style="list-style-type: none"> • Member; • Trustee; • Employer; • Policy maker • Meetings & Confidentiality: <p>Bd. Norms Public meetings Executive session</p>	<p>Welcome & Introductions Overview of the Session: <i>Developing an effective relationship between the Board and the Superintendent. Do you know what you want in your sole employee-the superintendent? How do you communicate that vision? Board norms on communication Whose decision is it, anyway?</i></p>	<p>Welcome & Introductions Overview of the Session: <i>Board's most important job-Fiduciary responsibility School district budget & Finance: how is it different from other state or private agencies? Which funds can be used for which purpose? Communicating how the budget reflects/supports the strategic plan. Budget committees: assignment & responsibility</i></p>	<p>Welcome & Introductions Overview of the Session: What is a strategic plan? Why should your district have one? 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. Duties/responsibilities of officers, Duty & authority of each member vs. duty and authority of the whole. When can/should a board member be sanctioned? Legislative influence</p>	<p><i>Communication between and among the Board and the Superintendent. Who is the spokesperson? Working with the media, the legislature, community leaders and groups; chain of command; Public speaking 101; How to address each other in board meetings</i></p>	<p><i>NM Funding formula: History & process for building and managing the district's budget. How has the formula changed? Above and below the line funding. Other funding:</i></p> <ul style="list-style-type: none"> • <i>Federal supplemental funds: requirements, reporting, RFRs</i> • <i>Mill and bond funds:</i> • 	<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>

	Lawsuits: attorney privileges: who has authority to contact the district's attorney?			
3	<p>Budget, finance & Personnel: Responsibility & 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 & budget;</p>	<p><i>Board Meeting Protocol: Who sets the agenda, Who has input; How is that communicated;</i></p> <ul style="list-style-type: none"> • <i>Rolling quorums,</i> • <i>Closed sessions,</i> • <i>Running the meeting</i> • <i>Community input</i> • <i>Restrained vs. restraint</i> • <i>Consent calendar</i> <p><i>Confidentiality:</i></p>	<p><i>Capital Projects</i></p> <ul style="list-style-type: none"> • <i>Master plan</i> • <i>Bond counsel; bonding capacity</i> • <i>Arbitrage</i> • <i>PSCOC</i> • <i>PSFA</i> <p><i>Building maintenance & School Dude</i></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>District Policies & Instruction: What is the board's role in developing, modifying &/or approving district policy; what happens when policies are broken or not followed? Alignment with legislation.</p> <p>What is the board's role regarding instruction?</p> <p>Understanding the education jargon: acronyms; websites</p>	<p><i>Supervision & evaluation of the superintendent: setting goals and expectations; contract negotiation and renewal; retreats; when the relationship becomes negative; legal issues</i></p> <p><i>Everything your superintendent wished the Board knew and didn't</i></p> <p><i>Board self evaluation</i></p>	<p><i>Special elections; mail-in ballots.</i></p> <p><i>Audits: what do they really mean?</i></p> <p><i>Panel Discussion: Financial Pitfalls & Landmines</i></p> <p><i>PED presentation: David Craig</i></p>	<p>Using the strategic plan to guide and approve new initiatives; how does the board monitor progress& success?</p>