A Year of Learning
Statewide expertise in multiple formats for personalized learning
How to use this guide:

Every year PSBA supports district leadership through a diverse selection of educational and training opportunities. From live events held in locations around Pennsylvania to online courses available 24/7, PSBA staff along with experienced practitioners provide relevant updates, in-depth discussions and timely learning for our members.

A Year of Learning is a catalog of offerings that allows you to see the full picture of training and opportunities for knowledge growth. Take a look at our signature and featured events to plan your calendar so you can take advantage of learning and networking events in your area. Browse badge-earning online courses and those aligned to PSBA’s Certificate of Board Governance.

For timely learning, PSBA offers ongoing webcasts and webinars. These digital streaming opportunities allow attendees to ask questions, hear legislative updates and participate in conversations around specific topics related to effective governance, thoughtful planning and responsible leadership.

On-site training can address the specific challenges facing your Team of 10. These offerings bring PSBA staff to your district to present on the issues most relevant to your board. From our foundational series for teams experiencing a recent transition to more specialized offerings for those facing a specific challenge or goal, on-site training brings the experts to you. Customized workshops facilitate a conversation relevant to your district’s and board’s context, while presentations offer an hour-long training conducted by a PSBA staff member in a certain content area.

Required school director training can be accomplished in two ways—through designated online courses available 24/7 or during New School Director Training, or as part of concurrently running programs. Detailed overviews of your options are here within the catalog.

To download additional copies and find updates to this guide, please visit PSBA.org.

Dates and locations subject to change.
To support newly elected and reelected school directors in meeting their required school director training of five hours for newly elected and three hours for re-elected, PSBA is a Pennsylvania Department of Education (PDE) - approved provider. All members can access these courses and complete them as part of a certificate of board governance, even if they are not required to achieve individual training compliance. Members, go to myPSBA to access our 43 online courses including those identified as required school director training.

**REQUIRED SCHOOL DIRECTOR TRAINING**

**TRAINING FORMATS**

- **Signature and Featured Events**
  PSBA brings the training to you, with a series of live events held across the state every spring as well as a few featured learning opportunities with statewide partners.

- **On-site Training**
  PSBA coordinates with district and board leadership to identify a training need and match it to the best presentation or workshop for on-site, customized training.

- **Webcasts and Webinars**
  Access timely, high-quality webcasts with statewide experts streamed from PSBA’s video studio. Webinars offer more interactive digital learning, connecting district leaders with experts and colleagues.

- **Online Courses**
  Personalized learning is offered through PSBA’s comprehensive online courses. Earn digital badges and certifications to demonstrate your commitment to professional development.
Signature Events

PSBA offers members a variety of live education and networking events throughout the year. Some events highlight foundational content or aspects of Pennsylvania public education. Other events cover timely topics, offering members direct access to experts, along with best practice exchanges among peers. The goal of every gathering is to support school directors and other district leaders in exemplifying PSBA’s Principles for Governance and Leadership through governing effectively, leading responsibly, acting ethically, advocating earnestly, planning thoughtfully, evaluating continuously and communicating clearly.

For details on signature events, including specific locations as they become available, please go to PSBA.org.

Advocacy Day

May 11, 2020
Virtual Event, more details to come
PSBA connects you with state legislators to advocate powerfully and directly on behalf of your districts, region and public education. This is your annual opportunity to apply your advocacy skills by engaging with leaders on the Hill, along with other school directors who are passionate about public education. You will understand and be able to clearly voice PSBA’s legislative priorities alongside stories and concerns from your district.
Cost: Complimentary for PSBA member entities.

Solicitors Symposium

Dates coming soon, Digital Format
The annual Solicitors Symposium provides an informative and relaxed training and networking opportunity for school attorneys. This day-and-a-half program focuses on topics of special legal significance, featuring Pennsylvania’s best-known experts in various areas of school law practice. Participants may earn up to 7.5 continuing legal education credits (6.5 substantive, 1 ethics).
Cost: $425 (Early Bird pricing - $395)

School Board Secretaries Conference

Dates coming soon, Digital Format
School board secretaries are an essential part of school boards’ success. This annual event is designed specifically to meet the networking and training needs of these key employees. The conference will provide the latest policy and legal updates, and help attendees refresh skills in preparation for the back-to-school season.
Cost: Pricing information coming soon.

Featured Events

PSBA provides relevant training on current issues facing school districts. Featured events are designed to support members as challenges emerge, shifts occur in state legislature compliance, or as a result of members’ feedback and requests.
Keynote Webinar Series
Multiple dates from April 23 – May 28, 2020 | 12:00 p.m. to 12:30 p.m.
PSBA is pleased to announce a six-week Keynote Webinar Series. Hear world-class keynotes address leadership and personal growth topics, from the comfort and safety of your home via Zoom webinar. Register and see a list of speakers here. (insert this link - https://www.psba.org/2020/04/keynote-webinar-series/)

Webinar: School Safety and Security Board Report
May 2020
In accordance with the School Code, School Safety and Security Coordinators are required to provide an annual report to the school board during executive session that informs the board of the school entity’s current safety and security practices and identifies strategies for improvement. Attorney Vincent Champion and PSBA Director of Policy Services Heather Masshardt will present “School Safety and Security Board Report — What should I include in 2020?” to provide a refresh on legal requirements and best practices for presenting. This hour-long webinar will also address recent changes in law and timely topics to incorporate in this year’s report including:

- Recent legal revisions regarding school security personnel and the impact to school entities
- Required training and the development of plans surrounding a trauma-informed approach to education
- Safe2Say Something program changes from this year and the impact on school entities
- New legal requirements pertaining to threat assessment and PSBA’s plan for implementation

Webinar: Leading in New Landscapes: A Spring Webinar Series
Multiple dates from May 12–June 9
As you navigate these unprecedented times, PSBA is here to support your needs and provide you with resources to continue to meet district and state requirements. Register for this spring series of webinars to gain insights and knowledge to conquer these new challenges you’re facing. These hour-long webinars include the following topics:

- Budgeting in COVID-19 Uncertainty
- Conducting Superintendent Evaluations Digitally
- Equity in Blended, Distance and Digital Learning
- Leading Through Crisis: What have we learned?
On-site Training

The following introduction-level presentations provide PSBA members with training to best fit each school entity’s unique challenges, relevant interests and professional growth goals. Presentations are formatted to offer a brief learning opportunity, scheduled at the board’s convenience, such as before or after a board meeting.

Customized workshops and retreats provide extended time for a deeper study of specific governance topics and incorporating board reflection with a PSBA facilitator and training specialist. Extended training partnerships provide ongoing support for member entities, which would include training needs being addressed in a customized manner by a team of experts.

Presentations

Introductory sessions are ideal for boards exploring professional development options. Pricing includes PSBA staff travel and all provided resources. One hour is suggested but can be adapted.

Introduction to the Principles for Governance and Leadership

The Principles for Governance and Leadership are foundational to PSBA’s training, resources and advocacy. The session includes relevant examples and helpful scenarios aligned to increased student achievement to convey how this framework can support a board in effective governance and leadership. It’s an effective primer before engaging in the board’s annual self-assessment. (see Customized Workshops)

Introduction to Roles and Responsibilities

Get a brief overview of the school board governance loop, the School Code’s main powers and responsibilities, and the importance of the Team of 10. The session will briefly highlight the roles of policy and the difference between governance and management. For a more in-depth and customized program on roles and responsibilities, see Customized Workshops.

Introduction to Superintendent Evaluation

Review an outline of the law, timeline and best practices for the annual superintendent evaluation process. Key resources will be provided as takeaways for the board to use in future meetings and discussions.

Introduction to Equity

What is equity and why it is important for district practice? In this presentation explore these questions and related topics, including achievement and opportunity gaps, equity principles, and the equity-focused services and programs PSBA offers.

Introduction to the Equity Toolkit

Learn how to use PSBA’s equity toolkit – a set of frameworks that help districts practice equity and incorporate it in their education practice. The toolkit includes the equity lens approach, equity systems continuum and equity action plan. To preview the toolkit, go to PSBA.org.
**Board Self-Assessment Presentation of Results**
This presentation provides the full board with its board self-assessment results. The BSA process begins with a simple digital survey sent to each member of the board. PSBA staff compile the results, creating a BSA report for the board to review and a presentation of the strengths and the challenges that surfaced. The presentation ends with recommendations for how to address challenges and a board action plan for further professional development. For a longer facilitated discussion with additional content and activities based on your board’s BSA results, please see the BSA Workshop option.

**Customized Workshops and Board Retreats**
These options are recommended for boards that have a defined professional development challenge, need or interest. A total of three hours or a combination of two workshops is recommended for a board retreat. Pricing includes PSBA staff travel and all provided resources.

**Strategic Planning and Alignment**
Does your board lack a clear understanding of the strategic plan for the district? Does the board have a collective sense of purpose aligned with the district’s initiatives? This introductory workshop guides the district leadership team to collectively review and analyze components of the district’s comprehensive or strategic plan and guiding statements of mission, vision, core values and district goals. Board members will better understand what makes a clear, compelling goal statement and how board goals support but differ from district goals. The workshop ends with an outline of the process the Team of 10 can use to collectively set board goals for their governance and leadership. Suggested next training: Setting Board Goals

**Setting Board Goals**
This workshop facilitates a process for the Team of 10 to identify priorities and challenges, discuss realistic solutions and set collective goals for the board. An experienced facilitator will guide discussions, ensuring everyone can contribute. Once goals are drafted, reviewed and revised, the board will begin drafting objectives or strategies for how to accomplish those goals. If the Introduction to Board Goals workshop was not a pre-requisite, PSBA trainers will send out materials for review in advance of the training to prepare school directors to align their board goals to the district’s mission, vision and values.

**Building a Better Board Culture**
Collective governance is challenging — even more so in an environment where individuals view their role from different lenses. But effective boards must embrace healthy conflict, set common expectations, and learn how to communicate clearly to govern effectively. How can boards adjust when new members or new leadership seem to change the existing dynamic? This workshop is built on the premise that diversity is a strength, and the most effective school directors understand how to build rapport with their colleagues, advocate for their positions effectively and find common ground to act.

**Overview of Roles and Responsibilities**
Do you have several newly elected or appointed members? Does your board struggle to focus on the major governance tasks within the limited time of your public board meetings? Is there tension between the board and district administration because of miscommunication or misunderstandings? This fast-paced, dynamic workshop covers the many ethical and governance responsibilities of the board. It incorporates facilitated discussions on the challenges of community engagement, board deliberation and governance vs. management responsibilities.

**Equity and Inclusion: Embracing Equity in Pennsylvania School Districts (Part 1)**
This workshop sets the foundation for understanding and incorporating equity in district practice by focusing on the following questions: What is equity? and Why is equity important? This workshop also will provide common language regarding equity terms and provide context to systemic inequities existing in national, state and local school practices. This is the first workshop in the equity and inclusion training series.
Education and Inclusion: Understanding and Dismantling Barriers to Equity (Part 2)
This workshop explores how education stakeholders see and treat students and how such treatment can inhibit or advance students’ opportunities to learn. The successful incorporation of equity-focused policies and practices requires a deeper understanding and discussion on the internal perceptions and beliefs of school leaders regarding students and their families. The internal work of school leaders requires an in-depth examination of the following topics: privilege, intersectionality, bias, inclusion, cultural proficiency and culturally responsive leadership. This is the second workshop in the equity and inclusion training series.

Superintendent Evaluation (available Spring 2020)
The state of Pennsylvania requires school boards to evaluate the superintendent annually and post the determination publicly. However, the process for evaluation is not strictly mandated, but rather left up to local governance to determine. This workshop will provide boards with an overview of the legal requirements of superintendent evaluation, suggested tools used by districts across the state, and an overview of critical questions to consider when evaluating the superintendent. Facilitated discussion will guide the board to discuss strengths and challenges from previous evaluation practice. To best customize the facilitation and materials, PSBA staff will set up a planning call with board leadership and the superintendent at least three days before the scheduled workshop.

Starting Strong: Onboarding Retreat
How does your board welcome new members to the team? Is it effective? This full-board retreat is designed to help newly elected school directors get up-to-speed with school board service and examine how your board practices collective governance. Time will be spent setting expectations, explaining core governance documents, and ensuring that new school directors understand the local policies and procedures of the board. Led by an experienced facilitator, the entire board comes together to welcome new teammates and to provide the insights needed for them to start contributing right away.
Training Partnerships
For school boards who are seeking a longer commitment to development and training, we recommend a training partnership. Choosing to partner with PSBA provides district leadership teams with a PSBA staff member who coordinates with internal experts and provides one point of contact for ongoing support and communication. Partnerships allow for streamlined resources and ongoing conversation to inform each training with deepening context. To discuss a training partnership, email edandtraining@psba.org.

Thriving in Transition Partnership
Designed to support a school entity that must hire a new superintendent and rebuild a Team of 10, the training in this sequence is sequential to the superintendent search process, providing focused support for school directors who may be in their first years of service and/or are participating in their first superintendent transition. This partnership draws on PSBA’s years of expertise in supporting school boards in transition and helping them leverage change for more effective governance practices and procedures.

Strategic Planning and Alignment Partnership
Is your district leadership team embarking on a comprehensive or strategic planning cycle? This training sequence builds understanding around the board’s role in serving on comprehensive planning committees, setting governance goals, and working effectively as a Team of 10 to align mission, vision, goals, objectives and superintendent evaluation. The training in this partnership supports boards building stronger community engagement and advocacy as well as a stronger governance team.

Addressing Equity in Your District and Community
This partnership guides district leaders to a deeper understanding of equity in education. Each member of the team will receive resources on components of equity and how they impact student achievement, school safety and community engagement. In choosing specific workshops, district leadership will customize training to support unique challenges and priorities specific to the district and community.
Webcasts & Webinars

PSBA offers members ongoing digital learning opportunities on relevant topics affecting Pennsylvania school entities. Please check the PSBA website for specific dates, times and registration links for these exclusive membership opportunities.

Webcasts are studio-quality, live-streamed events, often held as lunch-and-learn presentations. They are geared to reach a large audience with timely learning. PSBA gathers experts and practitioners to present content and answer questions during a live Q&A session.

Webinars are designed for a smaller audience to encourage more participant/presenter interaction through video, audio and an interactive chat box. Attendees network with and learn from each other as well as the invited presenter(s). Webinars are offered throughout the year, usually to meet the training and collaboration needs of specific roles.

Both webcasts and webinars are recorded and offered for all membership, accessible through myPSBA for up to three months after the live event.

Recorded Webcasts and Webinars
To access the following online resources, please visit myPSBA.

Webcast: School Safety and Security Personnel
August 2019
New provisions for school police officers, school resource officers and school security guards were put into place with Act 67 of 2019. Boards must decide which roles best meet their district’s needs and whether to employ or contract for positions. This webcast will review the roles and requirements for each category of school safety and security personnel and discuss practical implications for school entities.

Webcast: Suicide Awareness and Prevention
September 2019
September is National Suicide Awareness Month. The state’s recent school safety and security measures include a relevant focus on suicide awareness and prevention. Learn about important policy and legislative updates, including trauma-informed approaches, threat assessments, and the vital impact that an educated and prepared school community can have for its students.
Webcast: Board Reorganization
November 2019
PA School Code requires the school board in each district to meet annually, during the first week of December to “effect a permanent organization.” In addition to the election of board officers, the organization meeting – commonly referred to as “reorganization” – also is the time and place at which newly elected or re-elected school directors formally take their seats on the board. Join our policy and legal experts to walk-through the re-organization process and to hear tips for holding a smooth and successful school board reorganization in an election year.

Complimentary Webinar: Introduction to PSBA’s Equity Toolkit
November 2019
The equity toolkit supports school entities as they incorporate equity into district practice. This webinar will offer a walk-through of the components of the toolkit, from the equity lens approach to the equity action plan. Participants are encouraged to ask questions and share experiences throughout the webinar.

Webcast: Strategic Board Leadership
January 2020
A panel of experienced board presidents from across the state will answer a series of questions around the specific challenges facing board leadership. Attendees will be provided with various perspectives, strategies, and best practices for strong board leadership and effective board governance as well as a downloadable handout for continued reference.

Complimentary Webcast: Annual PSBA Budget Briefing
February 2020
Join the PSBA government affairs team and the Pennsylvania secretary of the budget (invited) for an exclusive, complimentary member webinar on the 2020-21 state budget plan proposed by Gov. Wolf. Learn how the budget proposal could impact public education and other highlights, straight from the office that works directly on the budget. Don’t miss this live members-only event.

Webcast: Videos, FERPA, and the PA Right-to-Know Law
March 2020
Who has access to school and bus videos? If the use of the video is to address teacher misconduct, is the video “directly related” to the student? If there were bystanders who witnessed the interaction caught on video, does that make the privacy of the student and/or teacher who are the focus of the video any less private? Two Pennsylvania court cases addressed these questions – one responding to FERPA considerations only; the other applying both FERPA and the Right-to-Know Law. Tune into the webcast to learn what was decided and why, and what to consider with matters such as video maintenance policies.

Complimentary Webinar: Influential Advocacy — Successfully Working with Legislators
March 2020
Join PSBA’s advocacy team and Advocacy Ambassadors for a webinar on the power of school board influence in the Capitol. Receive a quick briefing on the top legislative issues you need to know for the spring budget legislative session. Review tactics you and your board can use to gain influence in political advocacy work and learn how to maximize your effectiveness when meeting with legislators.

Webcast: School Safety and Security Board Report Update
May 2020
Every school safety and security coordinator is required to present an annual report to the school board on the status of the school entity’s safety and security, and recommendations for improvements. This webcast will examine the elements of the report that are required by statute, including new requirements based on the 2019 school safety and security legislation, as well as recommended elements to include in the report and practical tips for presenting and discussing the board report.

Complimentary Webcast: State Budget and Legislative Update
May 2020
Take an in-depth look at the newly passed state budget, changes to the School Code and policy changes to come in this free webcast for members.

(Recorded) Complimentary Webcast: School Threat Assessment
Violence prevention is a key part of school safety. In this webinar, learn more about proactive measures your entity can take related to safety and security. Presenter Dr. Marisa R. Randazzo is a managing partner of SIGMA Threat Management Associates and an international expert on threat assessment, targeted violence and violence prevention. Hear best practices on assessing and managing threatening situations for the benefit of your students, staff and community. This webinar was sponsored by PSBA, the Pennsylvania Association of School Administrators, the Pennsylvania Principals Association and the Pennsylvania State Education Association and is complimentary for members of these associations. The program has been underwritten by CM Regent Insurance Company.
(Recorded) Complimentary Webcast: 2019 State Budget Update
Take an in-depth look at this year’s state budget, changes to the School Code and policy changes in this webcast recording for members, presented by PSBA’s Chief Advocacy Officer John Callahan. Note: If viewed after the December 2019 reorganization meeting, this course will also count toward the required two hours of advanced school director training for all re-elected school directors.

(Recorded) Equity in Schools: Gaining Momentum
Removing barriers to equity opens doors for students to succeed. In this one-hour live webcast, learn how to move from conversation around equity to implementation of initiatives that impact students and communities. Compare the different equity needs in rural/suburban/urban districts and discuss the importance of administrative support for programming.

(Recorded) Reining in Out-of-Control Meetings
What can you do to keep your board meetings from getting ugly and out of control? How can you avoid letting disrupters turn public meetings into shouting matches that go viral on YouTube? How can boards and board leaders work together to insist on civility and respectful discourse, and keep the bullies and other trolls from taking over? Learn how boards can set and enforce proper tone and effective use of meeting time through empowered leadership and mutual accountability. Find out about the legal options that are available when all else fails. Stop the monthly rodeos and take back your meetings!

(Recorded) Juuling, Vaping and e-Cigarettes
The use of cigarette alternatives has exploded among PA teens. Through juuling, vaping and e-cigarettes, teen use of tobacco, nicotine and other substances is rapidly rising. Districts are left with policies that do not address new technologies. In this webcast, a PSBA policy expert will provide an overview of these devices and the subsequent policy responses. Superintendent Michael Snell, human resources director Bobbi Billman and school director Veronica Gemma from Central York SD will share how their district addressed the problem through updating its policy as well as community outreach to parents.
100 Level Board Governance Courses

**Academic Requirements and Testing**
Learn how the laws and regulations related to academic standards, assessments and graduation requirements impact the important decisions school boards make at the local level, and how you can best serve your students.
Length: 20 minutes
Cost: Complimentary for member entities.

**Act 93**
Get the information you will need to develop an administration compensation plan with a description of salary and benefits that will attract and retain quality administrators and staff.
Length: 10 minutes
Cost: Complimentary for member entities.

**Basics of State Government**
Get an overview of how state government works, such as how a bill becomes a law, so that you can bring important educational issues to the attention of your legislators. Becoming familiar with these processes will help you to have the confidence to be a successful advocate for public education.
Length: 10 minutes
Cost: Complimentary for All-Access member entities.

**Board Agenda and Minutes**
Review the advantages of using a consent agenda and see examples of when it should and should not be used. Understand the importance of board minutes, at which meetings minutes must be kept and what must be included in the minutes, in addition to record-keeping requirements. Explore requirements of minutes that are frequently found to be deficient in the auditor general’s reviews.
Length: 20 minutes
Cost: Complimentary for All-Access member entities.

**Board Organization**
Understand the board organization process by reviewing the statutory requirements in both an election year and a non-election year. Learn about the oath of office and who may administer it, and about optional tasks that the board may want to consider completing as part of board organization.
Length: 10 minutes
Cost: Complimentary for All-Access member entities.

**Board Self-Assessment**
This course will encourage school directors to evaluate continuously by utilizing appropriate data to make informed decisions, and to review the effectiveness of the comprehensive plan.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.
ONLINE COURSES

BOARD’S ROLE IN FINANCE AND BUDGETING
Get an overview of the board’s role in finance and budgeting, covering the following key concepts: the board’s role, philosophy and methodology and the importance of matching them, underfunded and unfunded mandates, the topic of fund balance, and the budget timeline.
Length: 30 minutes
Cost: Complimentary for member entities.

COLLECTIVE BARGAINING NEGOTIATIONS
Navigate the legal concepts governing the interaction of public school employers and the unions representing their employees.
Length: 20 minutes
Cost: Complimentary for All-Access member entities.

COMMUNITY ENGAGEMENT
Learn how to communicate clearly, and why it is beneficial for the board to have an array of community engagement strategies that can support its communications goals.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

CONFLICTS OF INTEREST AND ETHICS ACT
Understand the basic prohibitions and requirements under Pennsylvania’s Public Official and Employee Ethics Act and the need to steer clear of questionable situations you may encounter in your service as a school director.
Length: 30 minutes
Cost: Complimentary for member entities.

DIRECTORS AND OFFICERS
Examine both the collective responsibilities and powers of a school board and your role as an individual school director.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

EFFECTIVE STATE AND LOCAL ADVOCACY
Learn more about public education advocacy, strategies that are effective on both the state and local levels, and how to utilize the resources of PSBA’s government affairs team in support of advocacy efforts.
Length: 15 minutes
Cost: Complimentary for member entities.

EVALUATING YOUR SUPERINTENDENT
Get a basic overview of superintendent and assistant superintendent performance evaluations as well as the board’s role in evaluating the superintendent.
Length: 15 minutes
Cost: Complimentary for member entities.
Facilities Planning
Understand the benefits and the fiscal impact of facilities planning.
Length: 10 minutes
Cost: Complimentary for member entities.

Federal Advocacy
This course will help school directors understand advocacy, strategies that are effective at the federal level and how to utilize the resources of PSBA's government affairs team in support of advocacy efforts.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

Immunizations – What School Directors Need to Know
Understand what is required of public schools to comply with the state immunization requirements.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

Introduction to Board Meetings
This course will provide you with an understanding of the rules of order and key terms, promoting open, honest and respectful dialogue among the board, staff and community; protecting confidentiality and honoring the sanctity of executive session.
Length: 25 minutes
Cost: Complimentary for All-Access member entities.

Introduction to Governance Plans and Documents
Gain an introductory knowledge of the five major governance documents: comprehensive plan, facilities plan, budget, policy manual and employment agreements.
Length: 20 minutes
Cost: Complimentary for member entities.

Introduction to Right-to-Know Law
Learn essential information school directors need to handle the requirements under the Right-to-Know Law.
Length: 10 minutes
Cost: Complimentary for All-Access member entities.

Introduction to School Audits
Review the different types of audits and auditors’ functions, and the difference between local, state, federal and fraud audits as well as the different types of audit outcomes and findings. Understand the value of audits as a management and governance tool.
Length: 20 minutes
Cost: Complimentary for member entities.

Introduction to Student Conduct and Discipline
Learn how to lead responsibly by being familiar with student conduct and discipline, and adopting fair and reasonable policies to provide a safe environment for the students of your district.
Length: 20 minutes
Cost: Complimentary for All-Access member entities.

Legal Landscape of Public Education
Understand the legal aspects of public education, including the difference between and knowledge of current statutes, regulations and guidance. Learn the sources of law affecting public schools and the regulating bodies.
Length: 12 minutes
Cost: Complimentary for member entities.

Legal Liability and Immunity
What are the kinds of things that can lead to legal liability of public school entities and their officials? Learn more and review the immunity protections from liability provided by state and federal law.
Length: 30 minutes
Cost: Complimentary for All-Access member entities.

Local Taxation and Act 1 of 2006
Prior to Act 1 of 2006, school boards had unlimited authority to raise real estate taxes. The legislative solution from the burden of rising real estate taxes was the “Taxpayer Relief Act,” or as its more commonly known, Act 1, which limits a board’s ability to increase real estate taxes. This course covers local taxation, Act 1 and the following additional items: calculation of your district’s millage rate, value of a “mil” in your district and how to calculate a property tax bill. This course will discuss the importance for school directors to have an understanding of local taxation and Act 1 of 2006.
Length: 25 minutes
Cost: Complimentary for member entities.

Media Relations
This course will explain why it is beneficial for the school district and the board to have a well-developed board and school district communications strategy that includes working with local media.
Length: 12 minutes
Cost: Complimentary for All-Access member entities.

Overview of Public School Labor Relations
What are the legal concepts governing how public school employers and employees (represented by unions) interact? Review these essentials and related topics such as which employees can be in unions, subjects of mandatory bargaining, matters of inherent management policy, and how disputes arising under collective bargaining agreements are resolved through grievance procedures and arbitration.
Length: 25 minutes
Cost: Complimentary for member entities.
ONLINE COURSES

PA State School Funding System
Gain a basic understanding of the Pennsylvania State School Funding System.
Length: 25 minutes
Cost: Complimentary for All-Access member entities.

Policy and Administrative Regulations
This course will help you to define what policy and administrative regulations are and to know the difference between the two. Understand how effective policy is developed and differentiate between the roles of the board and superintendent in the policy process.
Length: 20 minutes
Cost: Complimentary for member entities.

Procurement Overview
Learn more about allocating finances and resources, and ensuring compliance with local, state and federal laws.
Length: 30 minutes
Cost: Complimentary for All-Access member entities.

Professional Employees
Gain a foundational knowledge of school board governance emphasizing the importance of the roles of the employees within the school system.
Length: 20 minutes
Cost: Complimentary for All-Access member entities.

School Board Influence on Student Achievement
Review the conditions for school system success, the characteristics of an effective board, and how the school board influences student achievement.
Length: 20 minutes
Cost: Complimentary for All-Access member entities.

School District Structure and Employee Groups
Get an overview of the structure and organization of the district and how employee groups fit within such a large and complex organization.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

School Employment Law
Understand the School Employment Law and to how to adhere to an established set of rules and procedures, aligning decisions to policy and ensuring compliance with local, state and federal laws.
Length: 20 minutes
Cost: Complimentary for All-Access member entities.
### Solicitors and Other Legal Counsel
Solicitors and other legal counsel can help provide support necessary for your board to perform its role as the governing body. Learn more about these roles.
Length: 10 minutes
Cost: Complimentary for All-Access member entities.

### Special Education
Review requirements for public schools in relation to educational programming and supports for students with disabilities.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

### Student Attendance
Get an overview of student attendance requirements and learn more about the role of the board and of the administration as they relate to student attendance.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

### Sunshine Act – Open Meetings
Learn more about the collective responsibilities and powers of a school board and your own role as an individual school director. The Sunshine Act and the general requirements of meeting in public are also covered.
Length: 20 minutes
Cost: Complimentary for All-Access member entities.

### Sunshine Act – Private Meetings
Understand both the collective responsibilities and powers of a school board and your own role as an individual school director. The Sunshine Act provides for exceptions to the open meeting requirement that permit boards to engage in certain work-related interactions in private.
Length: 25 minutes
Cost: Complimentary for All-Access member entities.

### Sunshine Act and Executive Session
Get an introduction to the Sunshine Act, which requires public agencies, including school boards, to hold certain meetings and hearings open to the public.
Length: 15 minutes
Cost: Complimentary for member entities.

### Superintendent
Understand the position of the superintendent, the 10th member of the board.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

### The Comprehensive Plan
Review the comprehensive planning process and the role of the school board in the development, implementation and evaluation of the school district’s comprehensive plan.
Length: 20 minutes
Cost: Complimentary for All-Access member entities.

### Transportation
Understand the complexity of school transportation requirements and the board’s role in school district transportation.
Length: 15 minutes
Cost: Complimentary for All-Access member entities.

### ADVANCED SCHOOL DIRECTOR TRAINING
These courses are included in PSBA’s pathway for required training specific to RE-ELECTED school directors as part of the three hours of advanced school director training. These courses are also accessible to all members for ongoing professional development.
- Trauma-Informed courses (1-4)
- Advanced School Finance (1-2)
- Advanced Policy and Legal Updates (1-3)
Cost: Complimentary for All-Access member entities.

### 200 LEVEL COURSES
#### An Overview of Community Engagement
How does your board interact with the community? This course offers an overview of how school boards in PA make community connections, highlights specific policies that guide districts in their communications and explains the ways they engage the public.
Cost: Complimentary for All-Access member entities.

#### Planning for Strategic Community Engagement
Does your board have a strategy for engaging the public? This course explores the processes for creating a strategic communications plan and the role that research and data play in identifying community engagement goals. This course also covers the laws and regulations that impact how school boards communicate and connect with the community they serve.
Cost: Complimentary for All-Access member entities.

#### Best Practices in Digital Communications
As technology advances and infiltrates into our everyday lives, communicating via text, email and social media has become commonplace. This course covers the best practices and legal considerations when using digital communications to connect with your board colleagues, administration and community. With insights from school solicitor Jeffrey T. Sultanik Esq. of Fox Rothschild LLP, this course reviews the do’s and don’ts of digital communications.
Cost: Complimentary for All-Access member entities.
District Branding and Strategic Alignment

What forms a school entity’s brand and identity in their community? How can the comprehensive and strategic planning process create alignment within that identity? This course explores how school entities think about their mission and vision statements, create core values and align strategic goals to cohesively build a shared sense of identity and story within their greater communities.

Cost: Complimentary for All-Access member entities.
| Advocacy Earnestly | Promote public education as a keystone of democracy  
Engage the community by seeking input, building support networks, and generating action  
Champion public education by engaging members of local, state and federal legislative bodies |
|-------------------|------------------------------------------------------|
| Lead Responsibly  | Prepare for, attend and actively participate in board meetings  
Work together in a spirit of harmony, respect and cooperation  
Participate in professional development, training and board retreats  
Collaborate with the Superintendent as the Team of 10 |
| Govern Effectively| Adhere to an established set of rules and procedures for board operations  
Develop, adopt, revise and review policy  
Align decisions to policy  
Differentiate between governance and management, delegating management tasks to administration  
Allocate finances and resources  
Ensure compliance with local, state and federal laws |
| Plan Thoughtfully | Adopt and implement a collaborative comprehensive planning process, including regular reviews  
Set annual goals that are aligned with the comprehensive plan  
Develop a financial plan that anticipates both short and long-term needs  
Formulate a master facilities plan conducive to teaching and learning |
| Evaluate Continuously | Utilize appropriate data to make informed decisions  
Use effective practices for the evaluation of the superintendent  
Assess student growth and achievement  
Review effectiveness of the comprehensive plan |
| Communicate Clearly | Promote open, honest and respectful dialogue among the board, staff and community  
Encourage input and support for the district from the school community  
Protect confidentiality  
Honor the sanctity of executive session |
| Ethics            | Never use the position for improper benefit to self or others  
Act to avoid actual or perceived conflicts of interest  
Recognize the absence of authority outside of the collective board  
Respect the role, authority and input of the superintendent  
Balance the responsibility to provide educational programs with being stewards of community resources  
Abide by the majority decision |