

Advanced Development IV

The goal of Advanced Development in the MBA program is to improve leadership. This is accomplished by encouraging experienced school board members to share their expertise with new board members through mentoring and example.

Maximum flexibility is infused into this level to allow board members and boards to create strategies unique to district needs. This goal is repeated annually throughout your board tenure.

Required + District Goal

- REQUIRED** Review the Open Meeting Law I, II or III
 - REQUIRED** Attend board member training for school community councils oversight
 - REQUIRED** Conduct a Superintendent and Business Administrator evaluation
 - IDENTIFY** a district goal your board is going to accomplish during the next year. Indicate how the goal applies under each of the five areas of achievement. Report your progress on the MBA website.
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- CONTINUOUS IMPROVEMENT

 - ADVOCACY

 - COMMUNITY ENGAGEMENT/COLLABORATIVE RELATIONSHIPS

 - ACCOUNTABILITY

 - FOUNDATION OF EFFECTIVE GOVERNANCE

MBA WEBSITE ACCESS

1. Go to www.usbapowerup.com
2. Enter your username and password
3. Click the "Get Started" button for tutorial

OR

4. Click the "Later" button to skip tutorial
5. Click "Show MBA Progress" - 5 areas of achievement
6. Click "view details" of any of the five areas
7. Check the box for item completed
8. Click update button when finished

AWARD OPTIONS

The award options can be earned by completing the Five Areas of Achievement during Jan. - Dec. 1

- Option 1: Individual Board Member
- Option 2: School Board Award*

*Must be completed by at least 2/3's of the board
Superintendents & Business Administrators included

Welcome

to the Master Boards Award Program. The goal of the MBA program is to educate new and experienced board members through USBA Power Up online training and active participation. The program is designed for members to complete one of the following sections per year; Strategic Learning, Continuing Education, Professional Improvement and Advanced Development. Once board members have mastered all four years, the Advanced Development section will be repeated for the rest of the board members tenure.

FIVE AREAS of ACHIEVEMENT

1. **CONTINUOUS IMPROVEMENT**
Local school boards support opportunities for professional development to ensure higher functioning school board members.
2. **ADVOCACY** Local school boards are advocates for public education.
3. **COMMUNITY ENGAGEMENT/ COLLABORATIVE RELATIONSHIPS**
Local school boards collaborate with community partners to identify and solve problems along with developing new strategies to achieve desired results based on trust and mutual respect.
4. **ACCOUNTABILITY** Local school boards are held accountable to the community and state for student performance and quality learning environments.
5. **FOUNDATION OF EFFECTIVE GOVERNANCE**
Local school boards provide leadership through effective policy, fiscally sound budgets, transparent actions, open and accessible meetings and the hiring of highly qualified superintendents.



UTAH SCHOOL BOARDS
ASSOCIATION

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"The price of greatness is responsibility."



MASTER BOARDS AWARD

USBA POWER UP 2018

AN ONLINE TRAINING ADVENTURE

Strategic Learning I

CONTINUOUS IMPROVEMENT **Required + 3**

- REQUIRED** Complete Open Meeting Law I Training - Online*
- Attend annual state or national conference
- Attend region meetings and your board trainings
- Attend one Joint Legislative Committee meeting (JLC) or Day on the Hill event
- Read three articles about education
- Increase or develop a new technology skill
- Watch a training video on educational hot topic
- District Specific: _____

ADVOCACY **Choose 3**

- Read your district vision, mission and goals
- Develop professional relationships with elected officials, ie: Legislators, City, County and State Government Leaders
- Become familiar with your district's process for building relationships with media outlets
- As a board identify three strategies that each board member can use to advocate for his or her district
- District Specific: _____

COMMUNITY ENGAGEMENT/ COLLABORATIVE RELATIONSHIPS **Choose 3**

- Serve on a district-wide committee
- Interact and build positive working relationships with board members and learn responsibilities
- Schedule regular school visits and attend school events
- Become familiar with school/district websites
- Participate and interact with parent/educator/community organizations
- Interact with superintendent regularly
- District Specific: _____

ACCOUNTABILITY **Required +3**

- REQUIRED** Attend board member training for school community councils oversight
- Attend your required meetings; be on time, prepared and engaged in productive discussion
- Complete School Finance Course I - Online*
- Review board strategic plan
- Identify current board policies tied to student achievement
- District Specific: _____

FOUNDATION OF EFFECTIVE GOVERNANCE **Required + 2**

- REQUIRED** Conduct a Superintendent evaluation
- REQUIRED** Conduct a Business Administrator evaluation
- Conduct a Board Evaluation
- Establish or review two of the following types of documents:
 - Board handbook
 - District policies and procedures
 - Code of Ethics
- Coming To Order; Read and then chose two of the following:
 - Discuss board meeting format and process for placing items on the agenda
 - Select a chapter and present/discuss
 - Understand individual roles of board members, superintendent and business administrator
 - Identify and develop leadership skills
- Key Works of School Boards; Read and review process of ensuring that district goals include workable methods of setting standards, providing assessments, ensuring accountability and fostering alignment
- District Specific: _____

Continuing Education II

CONTINUOUS IMPROVEMENT **Required + 3**

- REQUIRED** Complete Open Meeting Law II - Online*
- Attend annual state or national conference
- Attend region meetings and your board trainings
- Complete selected readings – one book
- Attend an educational presentation outside of state/national conferences
- Complete a workshop on Board and Superintendent roles and relationships
- District Specific: _____

ADVOCACY **Choose 3**

- Develop professional relationships with elected officials, i.e. Legislators, City, County and State Government Leaders
- Participate in state association legislative program, i.e. Day on the Hill, JLC
- Submit article(s) for news organizations on opinions supporting district/state/public education
- Share/highlight good news about your district
- Contact legislators regarding legislative matters with educational impact
- District Specific: _____

COMMUNITY ENGAGEMENT/ COLLABORATIVE RELATIONSHIPS **Choose 3**

- Find new ways to engage diverse community members
- Hold a collaborative meeting with representatives from all stakeholders to discuss student achievement
- Understand how your district uses social media to inform, educate and collaborate with the community
- Attend two school community council meetings
- Conduct a town hall meeting on district specific topic
- Interact with community organizations, i.e. Lions Club, Rotary, Arts Council, Senior Citizens and Ecclesiastical
- District Specific: _____

ACCOUNTABILITY **Required +3**

- REQUIRED** attend board member training for school community councils oversight
- Complete school finance course II - Online*
- Review board website to measure compliance with Open Meeting Law and keeping public informed (budget, test scores and local board information)
- Make data driven decisions based on strategic plan
- Establish, review and/or revise financial policies regarding clubs, athletics, and all school activities
- District Specific: _____

FOUNDATION OF EFFECTIVE GOVERNANCE **Required +1**

- REQUIRED** Conduct a Superintendent evaluation
- REQUIRED** Conduct a Business Administrator evaluation
- Conduct a Board Evaluation
- Establish/Review/Revise as necessary, one of the following documents:
 - Vision and Mission Statements
 - Procedure Handbook
 - Code of Ethics or Conduct
 - Policy Handbook
- Read and review *Robert's Rules of Order*
- Coming To Order; Read and then choose two of the following:
 - Discuss board meeting format and process for placing items on the agenda
 - Select a chapter and present/discuss
 - Understand individual roles of board members, superintendent and business administrator
 - Identify and develop leadership skills
- Key Works of School Boards; Read and review process of ensuring that district goals include workable methods of setting standards, providing assessments, ensuring accountability and fostering alignment
- District Specific: _____

Professional Improvement III

CONTINUOUS IMPROVEMENT **Required +3**

- REQUIRED** Complete Open Meeting Law III - Online*
- Attend annual state or national conference
- Attend region meetings and your board trainings
- Read and discuss a book that encourages board development
- Increase or develop a new technology skill
- Lead an activity on leadership and team building
- District Specific: _____

ADVOCACY **Choose 3**

- Engage with various public education advocacy groups, i.e. USBE, USHAA, UEA, Education First, Utahns for Public Schools, PTA/PTO, Local groups
- Meet with your legislators throughout the year to discuss specific legislative issues that affect your district
- Implement a process to engage in the legislative session with a follow up report to your local board
- Attend and participate in the USBA Delegate Assembly
- District Specific: _____

COMMUNITY ENGAGEMENT/ COLLABORATIVE RELATIONSHIPS **Choose 3**

- Conduct a “What Counts” event in your district
- Develop a process or event to increase district support from local targeted groups, i.e. 55+, Ethnic groups, Business, Farm Bureau and Ecclesiastical
- Attend at least two School Community Council meetings to identify possible training needs
- Evaluate the methods of communication in your district.
- Represent education on local and community issues
- District Specific: _____

ACCOUNTABILITY **Required +3**

- REQUIRED** attend board member training for school community councils oversight
- Work collaboratively to develop strategies for attracting and retaining quality employees
- Complete school finance course III - Online*
- Inform public on district progress using school and district data
- Assure compliance with recent state law and rule by reviewing policies/procedures
- Work collaboratively to use data from “What Counts” event to structure goals and mission statement
- District Specific: _____

FOUNDATION OF EFFECTIVE GOVERNANCE **Required +1**

- REQUIRED** Conduct a Superintendent evaluation
- REQUIRED** Conduct Business Administrator evaluation
- Conduct a Board Evaluation
- Conduct an ethics discussion based on video clips from USBA website
- Work collaboratively to identify areas of need for internal committees in your district and look for opportunities to serve
- Attend a workshop on Parliamentary Procedure
- Establish/Review/Revise as necessary one of the following documents:
 - Vision and Mission Statements
 - Procedure Handbook
 - Code of Ethics or Conduct
 - Policy Handbook
- District Specific: _____

* Online training Website: <http://usbapowerup.com/>
See the back page for login instructions