

BD 102 Stages of Group Development for Board Members (online)

FREE to members

Course Number: BD 102

Overview

Research shows that it is important that the members of the school board and the superintendent jell as a team. Groups pass through predictable stages of development on their way to becoming a team. This course informs and encourages the board member to successfully navigate the journey to better teamwork.

Objective

Understand and recognize Tuchman's stages of group development, to improve the effectiveness of your board.

Additional Information

This course consists of an instructional video.

BD 104 Conflict Resolution for Board Members (online)

Course Number: BD 104

Price: \$30.00

Overview

This course provides an overview of the types of conflict situations board members typically encounter, and how to resolve each type.

Objective

At the end of this course, you should be able to:

- Understand the detrimental effects of longstanding unresolved conflict so that you are motivated to resolve it.
- Analyze the common sources of conflict on a board of directors so that you can more effectively choose suitable methods of resolution.
- Understand and be able to apply several conflict resolution methods.

Additional Information

This course consists of one instructional video.

CB 103 Basics of Community Engagement (online)

Course Number: CB 103

Price: \$30.00

Overview

This course asks, "How can you focus your community on answering the question, 'What must this community be like in order for all students to succeed?'" and leads you through a process to begin to find answers to this question.

Objective

At the end of this course, you will begin to:

- Understand the nature of community engagement, so that you can ask for your community's thought and involvement.
- Create a plan for one of the four board goals that community engagement can help you reach, that you can discuss with your board.

Additional Information

This course consists of a video and a planning worksheet. Print out the worksheet before you start the video.

GOV 100 Local Orientation of School Board Members (online) FREE to members

Course Number: GOV 100

Overview

PSBA's New Board Member Training provides a good start for new board members, but board members should also be oriented to local issues and practices. This module discusses local orientation of school board members.

Objective

At the end of this module, you should be able to plan and conduct your own local board member orientation program and evaluate the effectiveness of your current program.

Additional Information

This module consists of a video and short quiz, and is free to PSBA members.

GOV 101 How to Run for School Board (online) FREE to members

Course Number: GOV 101

Overview

This course outlines the steps an individual should take to run for school board.

Objective

At the end of this course, you should be able to:

- Describe what a school board does.
- State the steps one must take to run for school board.
- State the eligibility requirements to be a school board member.
- Cite the school board's legislative authority.

Additional Information

In addition to a video, this course includes a link to a PSBA resource guide on how to run for school board. This course is free to members.

GOV 109 Navigating Board Policy and Administrative Regulations (online)

Course Number: GOV 109

Price: \$30.00

Overview

This course is an overview of the function of board policy and administrative regulations, for board members.

Objective

At the end of this course, the participant should be able to:

- Describe the statutory authority for board policy.
- Explain the difference between policy and administrative regulation.
- Cite who develops administrative regulation.
- State who is responsible for the adoption of policy.
- Identify the policy development cycle.

Additional Information

This course consists of a video and quiz.

GOV 110 Building the Board's Agenda (online)

Course Number: GOV 110

Price: \$30.00

Overview

This course provides an overview of constructing the board's agenda, including the use of consent agenda.

Objective

At the end of this course, you should be able to:

- Define an agenda
- Connect agenda use to board action
- Explain advantages to using a consent agenda
- State examples of consent agenda items
- Describe when consent agendas should not be used

Additional Information

This course consists of a video and a short quiz.

An article entitled, "Consent Agenda" by David O. Renz, Ph.D., is included.

GOV 111 Using School Board Committees (online)

Course Number: GOV 111

Price: \$30.00

Overview

This course provides an overview of the use of committees by school boards.

Objective

At the end of this course, you should be able to:

- Describe the work that board committees do.
- Explain the reasons for using school board committees.
- Also, state some of the disadvantages of using school board committees.
- Describe how a board can assess the effectiveness of board committees.

Additional Information

This course includes two additional resources:

An article by Attorney Michael Levin on "Regulating School Board Committees."

A document on the "Pros and Cons of Standing Committees."

GOV 112 Officers of the School Board (online)

Course Number: GOV 112

Price: \$30.00

Overview

This course is an overview of the officers of the school board, and their functions.

Objective

At the end of this module, you should be able to:

- Describe the four officers the Board must have
- Identify when officers must be elected by the Board
- Define the statutory responsibilities of each officer
- Cite examples of local responsibilities of the Board President
- State what the Board must do when an officer is absent from the board meeting

Additional Information

This course consists of a video and short quiz.

GOV 114 Votes and Abstentions (online)

Course Number: GOV 114

Price: \$30.00

Overview

This course provides an overview of the conditions and methods of voting by the school board.

Objective

At the end of this course, you should be able to:

- Describe voting requirements of the school board.
- Know and recognize various methods of voting.
- Define the reasons board members must abstain from voting.
- State what a board member must do when abstaining.
- Explain statutory voting requirements.

Additional Information

This course consists of a video and a short quiz.

GOV 115 School Board Minutes (online)

Course Number: GOV 115

Price: \$30.00

Overview

This course describes the role and function of board minutes.

Objective

At the end of this course, you should be able to:

- Identify the importance of board minutes
- Explain at which meetings minutes must be kept
- Cite what must be included in the minutes
- Express where and for how long minutes must be kept.

Additional Information

This course consists of a video and short quiz.

GOV 116 Media Relations for School Board Members (online)

Course Number: GOV 116

Price: \$30.00

Overview

This course provides an overview of the interactions of the school board with members of the media, with a suggested method of preparing for an interview with a reporter.

Objective

1. Understand how the media perceives their role, so that you can interact in a climate of respect with members of the media.
2. Understand the media landscape today so that you can more effectively interact with the various media representatives, including new media.

3. Understand who speaks for your board, and the do's and don'ts of dealing with the media, so that you can more effectively carry out your role as the public face of public education in your district.

Additional Information

This course consists of a video and a short quiz.

GOV 117 The Sunshine Act -- Pennsylvania's Open Meeting Law (online)

Course Number: GOV 117

Price: \$30.00

Overview

This course provides an overview of Pennsylvania's Sunshine Act as it applies to school board meetings.

Objective

At the end of this course, you should be able to:

- Describe notice requirements for various board meetings
- Recognize minimum requirements for public participation at board meetings.
- Identify where boards make decisions.
- Cite the penalties for violation of the Sunshine Act.

Additional Information

This course consists of a video and a short quiz.

GOV 118 The Sunshine Act: Private Legal Meetings (online)

Course Number: GOV 118

Price: \$30.00

Overview

This course provides an overview of Pennsylvania's Sunshine Law as it pertains to private legal meetings of the school board.

Objective

At the end of this course, you should be able to:

- Explain when the board meets in conference.
- Define the reasons for executive session.
- Describe the notification requirements for executive session.
- Cite when agency business must be transacted.

Additional Information

This course consists of a video and short quiz.

GOV 120 Filling Vacancies on the School Board (online)

Course Number: GOV 120

Price: 30.00

Overview

This course provides an overview of how and when boards fill vacancies on the board.

Objective

At the end of this course, you should be able to:

- Describe the deadline for filling a board vacancy.
- Identify who may fill a vacancy.
- Define the term of one appointed to fill a vacancy.
- Cite specific Sunshine Act implications.

Additional Information

This course consists of a video, short quiz, and suggested questions to ask board candidates.

GOV 142 Board Reorganization (online)

Course Number: GOV 142

Price: \$30.00

Overview

This course provides a good overview of what boards must do to organize in an election year and a non-election year.

Objective

At the end of this course you should be able to:

- Cite the Board Reorganization process
- Describe the five statutory requirements for Board Organization in an election year
- State the statutory requirements for Board Reorganization in a non-election year
- Identify who may administer the Oath of Office
- Explain optional tasks that the Board should consider doing at Board Organization

Additional Information

This course consists of a video, a sample oath certificate, the school director oath of office, and a quick guide to board organization in an election year.

GOV 202 Anatomy of Collective Bargaining Agreements Negotiated Under PERA (online)

Course Number: GOV 202

Price: \$30.00

Overview

This course provides an overview of collective bargaining agreements negotiated under PERA (Public Employee Relations Act).

Objective

At the end of this course, you should be able to:

- Identify typical provisions in collective bargaining agreements ("CBA") for both professional and support staff.
- State the general items which are subject to mandatory bargaining under the Public Employee Relations Act ("PERA").
- Give examples of items which need not be bargained under PERA.
- Identify common mistakes made in CBA language.
- Engage in a meaningful discussion of your CBAs when preparing for negotiations.
- Recognize and avoid conduct which might constitute an unfair labor practice under PERA.

Additional Information

This course consists of a video, short quiz, and a PDF of sample collective bargaining agreement language.

GOV 203 Negotiations Mechanics 1 (online)

Course Number: GOV 203

Price: \$30.00

Overview

It can be a stressful experience to be a school board member who is taking part in negotiations for the first time. This course provides an overview of the contract negotiations process, emphasizing the need to prepare well, and also provides a view into the various roles typically played by each member of the negotiations team.

Objective

At the end of this course, you should be able to:

- See how the negotiation of a public sector contract begins, evolves and, hopefully, concludes.
- Gain an understanding of the various roles of the negotiation team members.
- Discover the value of preparations long before your first negotiation session.

Additional Information

This course consists of a video and two data files. This is a two-hour video, so you may want to pause for breaks.

GOV 204 Negotiation Mechanics Part 2 (online)

Course Number: GOV 204

Price: \$30.00

Overview

This course provides an overview of the season for collective bargaining. It describes how the negotiations team can present an offer to the Association and also, how to handle proposals. This course also describes the next steps in the process if an agreement is not reached.

Objective

At the end of this course, you should be able to:

- Know and be able to discuss “Season” for Collective Bargaining.
- Learn how to present an offer to the Association and when (or if) to tentatively agree to and sign off on proposals.
- Understand the next steps in the process if you cannot reach an agreement.
Explain Act 88 impasse procedure.

Additional Information

This course consists of two videos and a file of historical information.

GOV 205 Salary Schedules and Other Compensation (online)

Course Number: GOV 205

Price: \$30.00

Overview

This course provides a good basic understanding of the terms used in salary negotiations and the salary schedule, with some necessary cautions to the members of the negotiating team.

Objective

At the end of this course, you should be able to:

- Understand terms used in salary negotiations.
- Understand the basics of salary schedules.
- Learn to cost “nickel & dime” items.
- Status Quo – defined.
- Learn the basics of salary schedule analysis.
- Importance of verifying salary schedules.

Additional Information

This course consists of a video and short quiz.

GOV 206 Current Issues in Collective Bargaining (online)

Course Number: GOV 206

Price: \$30.00

Overview

This course provides insight into the issues that labor negotiators are currently seeing in negotiations.

Objective

At the end of this course, you should be able to:

Understand current hot topics in collective bargaining so that you are prepared to address them if/when you encounter them in your negotiations.

Additional Information

This course consists of a video, data file, and a short quiz.

GOV 207 Negotiating Health Care Coverage in Union Contracts (online)

Course Number: GOV 207

Price: \$ 30.00

Overview

This course provides suggestions on what you should keep in mind when negotiating health care coverage.

Objective

Health care coverage is a mandatory subject of bargaining under Act 195. It is the second most expensive negotiated item in a labor contract, after salaries or wages.

After viewing this course, you should understand more about the board's responsibilities in this area.

Additional Information

This course consists of a video and a data file.