



SCHOOL  
BOARD

# LeaderShop

KNOWLEDGE, SKILLS AND RESOURCES  
FOR SCHOOL DISTRICT LEADERSHIP <sup>SM</sup>



## New Board Member Workshops

Spring / Summer 2011



# Congratulations!

The voters have  
elected you ...

## Now What?

If you are a newly elected school board member, all of these workshops are designed with your immediate needs in mind. Together, they will prepare you for a fast, productive start on your school board.

If you are an experienced board member or school administrator who has never attended these workshops, you are sure to find plenty that's new and useful.

**Register for all Three and save \$75!!**

**And bring your district superintendent** – IASB believes it is so important for school board members and their superintendent to pursue shared goals that we will reduce the tuition fee for any superintendent accompanied by a board member to cover the cost of meals and materials only.

# Basics of Governance

The **Basics of Governance** workshop will focus participants on board and board member roles and responsibilities and what effective school district governance looks like. Topics will include:

- the role and work of the school board and how to distinguish it from the role and work of the superintendent and staff
- the school board's relationship to the community
- how each member relates to the full board
- some practical tips as well as pitfalls to avoid

Participants will also have an opportunity to try out some tools and procedures that make a school board effective and to sharpen their own decision-making skills...plus a great deal more.

## Agenda

8:00 a.m.	Registration/ Continental Breakfast
8:30 a.m.	Governance Session Part I
11:30 a.m.	Lunch
12:30 p.m.	Governance Session Part II
3:30 p.m.	Adjournment

## Accreditation

IASB's Master Board  
Member Program –  
10 credits

IASB's School Board  
LeaderShop Academy –  
This Core Program  
fulfills the  
Governance requirement.

# Basics of Law on Board Meetings and Practices

This will focus on legal requirements related to board work and will help school leaders understand the legalities that govern school boards.

- The workshop presents the meeting requirements contained in the Open Meetings Act and the *School Code* – especially critical since a board may take action only at a legally convened meeting.
- Discussion will cover meeting types, reasons for closed sessions, voting, e-mail use, remote participation, committees, agendas, and minutes.
- The workshop also reviews the key legal duties of the school board as well as the legal considerations regarding records, conflict of interest, gift ban, district take-over, etc.
- Participants will also have an opportunity to get answers to their questions on legal issues related to board work!

## Agenda

5:30 p.m.	Registration/Light Supper
6:00 p.m.	Workshop Session
9:30 p.m.	Adjournment

### Accreditation

IASB's Master Board Member Program  
– 5 credits

IASB's School Board LeaderShop  
Academy – A Core Program

# Basics of School District Finance

This one-day workshop will cover the basic knowledge that board members typically need for informed decision making in the important areas of school finance. Topics covered will include:

- Budgeting
- Revenue
- Expenditures
- Borrowing and investing
- Internal controls and district audits
- monitoring and communicating the districts' fiscal health
- Important finance policies
- Fiscal responsibility and choices
- And more...

## Agenda

8:30 a.m.	Registration/Continental Breakfast
9:00 a.m.	Finance Session
11:30 a.m.	Lunch
12:30 p.m.	Finance Session
3:00 p.m.	Adjournment

### Accreditation

IASB's Master Board Member Program  
– 10 credits

IASB's School Board LeaderShop  
Academy – A Core Program

# Bootcamp: Basics of Governance, Basics of Law on Board Meetings and Practices, and Basics of School District Finance

Combine all three workshops in a three-day training event scheduled for either June, July and August, 2011.

## Agenda

### **Thursday: The Basics of Governance, Part I**

- 1:00 p.m. Registration
- 1:30 p.m. Governance Session, Part I
- 4:30 p.m. Adjournment

### **Friday: The Basics of Governance, Part II and The Basics of Law on Board Meetings and Practices**

- 8:00 a.m. Continental Breakfast
- 8:30 a.m. Governance Session, Part II
- 12:00 p.m. Lunch
- 1:00 p.m. Law Session
- 4:30 p.m. Adjournment

#### **Accreditation**

IASB's Master Board Member  
Program – 25 credits

IASB's School Board LeaderShop  
Academy – Three Core Programs;  
fulfills Governance requirement

### **Saturday: The Basics of School District Finance**

- 7:30 a.m. Continental Breakfast
- 8:00 a.m. Finance Session
- 1:00 p.m. Lunch and Adjournment

## Overnight Lodging

Overnight lodging is not included in the workshop tuition. To arrange lodging at the host hotel for the workshop you plan to attend, call the hotel at the telephone number listed and indicate that you are attending the IASB workshop. A limited number of rooms at these special discounted rates have been set aside at these facilities. *(Please note: Some of the locations do not have room blocks. If you need a room in those locations please call Judy Williams @ 217/528-9688 or 630/629-3776 Ext. 1103 or [jwilliams@iasb.com](mailto:jwilliams@iasb.com) for recommendations).*



If you need special arrangements, contact IASB at 217/528-9688, ext. 1115.

## Registration and Tuition – Attend Both and Save

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**Basics of Governance (1 day):** (June 4, June 18, July 9 & July 23) Tuition is \$175 per person, which includes materials and meals and the IASB publications, *Coming to Order: A Guide to Successful School Board Meetings*.

**Basics of School District Finance (1 day):** (August 6, September 10 & September 24) Tuition is \$175 per person, which includes materials and meals and a copy of James Fritts' book *Essentials of Illinois School Finance*.

**Basics of Law on Board Meetings & Practices (Evening):** (September 12, September 13 & September 15) \$125 per person which includes materials and meals and a copy of IASB's publication, *Illinois School Law Survey* by Brain A. Braun.

**Register for all three workshops and save \$75:** Individuals may register for all 3 workshops for a total tuition of \$400.

**Basics of Governance & Law on Board Meetings and Practices and Basics of School District Finance (3 days):** (Boot Camp #1 - June 16-18, Boot Camp #2 - July 14-16 and Boot Camp #3, August 11-13): Tuition for this combination workshop is \$400 per person, which includes materials, meals and the books *Coming to Order*, *Essentials of Illinois School Finance*, and *Illinois School Law Survey*.

Superintendents attending with their board members may register for **The Basics of Governance and The Basics of School District Finance** for only \$60 each to cover the cost of materials and meals; or they may register for **The Basics of Law on Board Meetings and Practices** for \$30. Superintendents attending all three workshops or the three-day combined session with their board members may register for \$150. Don't miss this opportunity to work and learn as a team.

Advance registration is required. In school districts where the board of education has authorized reimbursement of expenses, the district superintendent may be providing group registration and lodging arrangements. Contact the superintendent's office for assistance.

For individual registration, send purchase order number, check or credit card information (Visa or MasterCard only) with the attached form to: IASB Registrar, 2921 Baker Drive, Springfield, IL 62703

You may also fax your registration form and payment information to 217/528-2831 or register online by visiting [www.iasb.com](http://www.iasb.com). Locate the Board Training Events section and click on Events Calendar. Online registration requires use of credit card or purchase order number.

**Cancellation Policy:** Advance registrants who later find they cannot attend are urged to promptly notify the IASB Registrar. Registration fees will be refunded if cancellation is received by IASB in time to either (a) cancel meals and related expenses or (b) fill the vacated space with another registrant. To cancel, call IASB at 217/528-9688 or 630/629-3776, extension 1103.

**Registration Confirmation:** Registrants will receive confirmation and location information via email.

Dress is business casual.

## Places and Dates

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### Basics of Governance (1 day)

#### June 4, 2011

SIU Touch of Nature  
1206 Touch of Nature Road  
Makanda

#### June 18, 2011

Marriott Hotel & Conference Center  
201 Broadway Avenue  
Bloomington-Normal • 309/862-9000  
Room Rate: \$109

#### July 9, 2011

Grizzly Jack's Grand Bear Resort  
2643 N. IL Rt. 178  
North Utica • 866/399-3866  
Room Rate: \$139

#### July 23, 2011

Holiday Inn – Tinley Park  
18451 Convention Center Drive  
Tinley Park • 708/444-1100  
Room Rate: \$95

### Basics of School District Finance (1 day)

#### August 6, 2011

NIU Naperville  
1120 E. Diehl Road  
Naperville

#### September 10, 2011

IASB Office  
2921 Baker Drive  
Springfield • 217/528-9688

#### September 24, 2011

Holiday Inn Carbondale  
2300 Reed Station Parkway  
Carbondale • 618/546-2600  
Room Rate: \$109

### Basics of Law on Board Meetings and Practices (Evening Workshop)

#### September 12, 2011

IASB Springfield  
2921 Baker Drive  
Springfield • 217/528-9688

#### September 13, 2011

Holiday Inn Carbondale  
2300 Reed Station Parkway  
Carbondale • 618/546-2600  
Room Rate: \$109

#### September 15, 2011

NIU Naperville  
1120 E. Diehl Road  
Naperville

### OR ALL THREE BOOTCAMP WORKSHOPS IN A SINGLE WEEKEND (3 days)

#### June 16-18, 2011 – Boot Camp #1

DoubleTree Hotel  
1909 Spring Road  
Oak Brook • 630/472-6000  
Room Rate: \$129

#### July 14-16, 2011 – Boot Camp #2

Rend Lake Resort &  
Conference Center  
11712 East Windy Lane  
Whittington • 800/633-3341  
Room Rate: \$93

#### August 11-13, 2011 – Boot Camp #3

Crowne Plaza  
3000 South Dirksen Parkway  
Springfield • 217/529-7777  
Room Rate: \$115

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**Make learning a family affair.** We are offering several family-friendly locations:

- Bloomington/Normal, with the Children's Discovery Museum close by
  - Carbondale, with nearby Cedar Lake and Giant City State Park
  - Utica, the water park and amusement park at Grizzly Jack's
  - Rend Lake, with fishing, boating, and golfing all available
  - Springfield, home of the new Abraham Lincoln Presidential Library and other Lincoln sites
  - Oakbrook, adjacent to the Oakbrook Shopping Mall and 8 miles from Brookfield Zoo
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# Registration Form

*This form may be used for individual or group registrations.*

## Basics of Governance (1 day)

1. SIU Touch of Nature, June 4 (GC11)
2. Bloomington/Normal, June 18 (GN11)
3. Utica, Grizzly Jack's, July 9 (GU11)
4. Tinley Park, July 23 (GT11)

## Basics of School District Finance (1 day)

5. NIU Naperville, August 6 (FN11)
6. IASB Springfield Office, Sept. 10 (FS11)
7. Carbondale, Holiday Inn, Sept. 24 (FC11)

## Basics of Law on Board Meetings And Practices (Evening Workshop)

8. IASB Springfield Office, Sept. 12 (LS11)
9. Carbondale, Holiday Inn, Sept. 13 (LC11)
10. NIU Naperville, September 15 (LN11)

## Boot Camps #1, 2 & 3 (3 days)

11. Oak Brook, Double Tree, June 16-18 (B111)
12. Rend Lake Resort & Conference Center, July 14-16 (B211)
13. Springfield, Crowne Plaza, August 11-13 (B311)

School District Name/No. \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ County: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

### Registration Names:

Enter workshop # from above

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Superintendent Registration:** \$60 each - Basics of Governance & Basics of School Finance, \$30 Basics of Law on Board Meetings & Practices (\$150 if registered for all 3 workshops or for the three-day combined session) with the registration of at least one board member

Name: \_\_\_\_\_ Workshop # from above \_\_\_\_\_

Email Address: \_\_\_\_\_

### Total Registrations:

\_\_\_\_\_ registration(s) Basics of Governance workshop at \$175 per person = \$ \_\_\_\_\_

\_\_\_\_\_ registration(s) Basics of School District Finance workshop at \$175 per person = \$ \_\_\_\_\_

\_\_\_\_\_ registration(s) Basics of Law on Board Meetings & Practices workshop at \$125 per person = \$ \_\_\_\_\_

\_\_\_\_\_ registration(s) ALL 3 workshops at \$400 per person = \$ \_\_\_\_\_

\_\_\_\_\_ registration(s) Boot Camp workshops at \$400 per person = \$ \_\_\_\_\_

**Payment method:**  Purchase Order No. \_\_\_\_\_  Check enclosed;  Credit Card

Credit Card information if applicable:  Visa or  MasterCard or  Discover

Credit Card No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Mail or FAX your registration to:

IASB Registrar • 2921 Baker Drive • Springfield, Illinois 62703-2236 • FAX: 217/528-2831