

Board Operations and Leadership Training Seminar (BOLTS)

BOLTS is provided in Phoenix, Flagstaff and Tucson and focuses on governance and leadership topics for school boards and superintendents. A track for administrative professionals that support boards and superintendents is included.

▶ **Jan. 26, 2018**

Tucson

▶ **Jan. 31, 2018**

Phoenix

▶ **Feb. 2, 2018**

Flagstaff



Register at
<http://azsba.org/bolts>

GOVERNANCE



Arizona School Boards Association

Time Activity

8:30 - 9:00 a.m.	Registration & Continental Breakfast	
9:00 a.m.	Welcome & Introductions	
9:05 a.m.	What is Local Control & Why Do We Have It?	Let's talk about what local control means for board members and education.
9:15 a.m.	Is Your Board Meeting Too Long?	Tips for moving your meeting forward and maximizing your time.
10:00 a.m.	Don't Press Your Luck	Not all open meeting law violations are black and white. Discuss scenarios where board members may find themselves in the gray area and at risk for OML violations.
10:30 a.m.	BREAK	
10:40 a.m.	Whose Job Is It Anyway?	Board members, superintendents and administrative staff all have a role to play before, during and after board meetings. Identify each player's role and responsibilities when it comes to board meetings.
11:00 a.m.	There's a Policy for That!	Communicating with each other, staff and the community is important, but did you know there is district policy that outlines what that looks like? Review key B and K policies that center on district communication processes.
11:40 a.m.	Executive Session: What You Need to Know	Learn when and how to enter/exit from executive session, who can be included, and how to document it.
12:10 p.m.	LUNCH AND NETWORKING	
1-2:30: ADMIN TRACK	How Many Hats Do you Have?	What are the various roles administrative assistants play at their districts?
1:15 p.m.	FERPA: Preserving Student Privacy	An overview of FERPA and how to comply. What does the board have access to and when?
1:45 p.m.	For the Record: What's Expected	Administrative professionals are the keeper of records. When it comes to records retention and public records request, there are some import things to know.
2:30 p.m.	Tales from the Frontlines	Administrative staff are often the face of the district and the first person people talk to at district office. How do you put your best face forward?
1-2:20: BOARD TRACK	How to "Do No Harm" in the Boardroom	Let's discuss strategies that boards and individuals can use to encourage harmony, not harm, in the boardroom.
2:00 p.m.	Are You Presidential?	What are the skills needed to be an effective board president and what is the process for becoming board president?
2:20 p.m.	Getting Your House in Order	A healthy and functioning board is critical to maintaining and promoting effective districts. Learn about ASBA's new Board Self-Evaluation and how boards can use this tool assess the board and identify opportunities for continuous improvement.
3:00 p.m.	Closing	Evaluations & Prize Drawings

Registration Fee

Member district registration fee is \$120/person. Non-member fee is \$240/person. The fee includes continental breakfast and lunch. Registration and payment must be received one week prior to the event. **Register at <http://azsba.org/bolts>**

Late Registration

Participants registered after the following dates will be charged an additional \$50 late registration fee: Friday, January 19, 2018 (Tucson), Wednesday, January 24, 2018 (Phoenix) and Friday, January 26, 2018 (Flagstaff).

Refunds, Cancellations and Substitutions

The deadline for cancellations is Friday, January 19, 2018 (Tucson), Wednesday, January 24, 2018 (Phoenix) and Friday, January 26, 2018 (Flagstaff). Cancellations must be in writing and faxed to 602-254-1177 by that date. No shows or cancellations received after the deadline will not be refunded. Those registered are entitled to send substitutes in their place. Should you require assistance with the registration process, please call the ASBA office at 602-254-1100 or 1-800-238-4701.



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