



# New Board Member Handbook

Revised May 2022

A Publication of the Texas Association of School Boards  
Board Development Services Division



Texas Association of School Boards

## From All of Us

# Welcome!

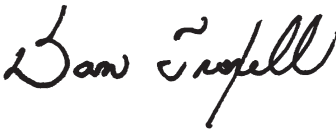
Congratulations from the Texas Association of School Boards (TASB) on being elected to your local school board. There is no greater contribution than serving as a member of the leadership team that provides education opportunities for the children in your community.

Texas school board members formed TASB in 1949 to assist local trustees and their districts. TASB is YOUR organization and exists to serve you. We provide a wide variety of programs and information to assist you and your district, whatever your needs may be.

For information about TASB and about board service, visit our website at [tasb.org](http://tasb.org). A customized web page for new board members filled with helpful information is located at [tasb.org/welcome](http://tasb.org/welcome), and, of course, you can always call us at **800.580.8272**. If you are in Austin, drop by and visit our offices.

We are here for you, so when you need help, think TASB first!

Sincerely,



Dan Troxell  
TASB Executive Director



# What’s Inside?

|                                                    |            |
|----------------------------------------------------|------------|
| <b>Getting Your Bearings in Board Service.....</b> | <b>iii</b> |
| Who Is TASB? .....                                 | iii        |
| Member Center.....                                 | iii        |
| <b>Your First Year of Service.....</b>             | <b>1</b>   |
| Learning about Board Service.....                  | 3          |
| Jumping into Your Board Service .....              | 8          |
| Frequently Asked Questions .....                   | 12         |
| <b>Resources to Help .....</b>                     | <b>14</b>  |
| Local Resources.....                               | 14         |
| TASB Resources .....                               | 15         |
| Regional Education Service Centers .....           | 19         |
| <b>Quick Reference Guide.....</b>                  | <b>20</b>  |
| Common Education Abbreviations .....               | 20         |
| Common TASB Abbreviations and Acronyms.....        | 21         |
| TASB Key Contacts .....                            | 22         |

You can find an electronic version of this handbook by going to [tasb.org/welcome](https://tasb.org/welcome).



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# Getting Your Bearings in Board Service

This handbook provides a quick reference for your first few months as a board member, but it just skims the surface of the resources TASB has for you. For more information specifically for new school board members, visit the Member Center at [tasb.org/welcome](https://tasb.org/welcome).

## Who Is TASB?

TASB is *your* association. We are a volunteer, nonprofit, statewide education association that serves and represents Texas school boards. For more information about TASB, go to [tasb.org](https://tasb.org).

Your school board is tasked with ensuring that public schoolchildren in your community succeed. TASB can help you achieve this by tackling topics and training about student achievement, legalities of board service, working as a team, planning a budget, and more. Understanding the role of a school board member can take a considerable amount of time, but TASB is here as your resource.

## Member Center

You can visit the Member Center home page at [tasb.org/members](https://tasb.org/members) to unlock a wealth of useful information. The Member Center is a password-protected area of the website that contains special resources and tools for school board members, including:

- Easy access to report and view continuing education credit
- Exclusive articles and resources for new and experienced board members
- Callouts to important dates, required training, or actions needed
- A calendar of upcoming events
- Quick links to legal and policy resources
- A listing of applications and resources relevant to your board service
- Ongoing insight into relevant, timely topics in education and how the Legislature is addressing them



As a new school board member, you may need to request account access if you have not already received your myTASB user ID and password. It's an easy process. Just click Request Access on the bottom of the login pop-up screen at [tasb.org/members](https://tasb.org/members) and fill out the form.

The screenshot shows the TASB Member Center website. At the top, there is a navigation bar with links for Board Service, Legislative Services, Training, About, Shop, and Contact. On the right, there is a 'LOG IN' button and a search bar labeled 'Search for resources'. Below the navigation bar, the main header reads 'Member Center' and lists categories: New for You, Enhance District, Expand Knowledge, Advocate District, and TASB Services. A large dark banner features the question 'How do school boards affect student achievement?' with a 'SEE HOW' button. Below this, a section titled 'I want information for...' offers three options: 'School Board Members', 'Superintendents', and 'More TASB Members'. The 'New for You at TASB' section contains six content cards:

- New to the Member Center? Read This**: Get familiar with the new members' site, which replaces your old myTASB experience. Includes a 'LEARN MORE' button.
- The Governance Core Gets to the Heart of School Board Work**: What makes school boards successful? A new book may have the answers. Includes a 'LEARN MORE' button.
- How to Best Serve English-Learning (ELL) Students**: ELL numbers are higher than ever. Find out how schools can serve them best. Includes a 'READ NOW' button and a lock icon.
- How to Recruit and Retain Great Principals**: Find, develop, and keep great principals to maintain a successful school. Includes a 'LEARN MORE' button and a lock icon.
- Working with Your Board: How to Create A Culture of Trust**: Build a culture of trust, transparency, and collaborative leadership. TASB can help. Includes a 'LEARN MORE' button and a lock icon.
- Understand Your Role with the Superintendent and Board**: As admin assistant, you need to know where you fit in with your boss and the board. Includes a 'LEARN MORE' button and a lock icon.

# Your First Year of Service

Welcome to the world of school board service! There is an annual flow to a school board's work. Regardless of when you join the board, you will have to balance being a participating member of your board with quickly learning a lot about your role in the district and getting up to speed on topics that come before the board. Your first year—and some would say your entire first term—is quite a learning experience!





## NEW BOARD MEMBER LAUNCH

### Get up to speed fast with TASB's new board member resources

The New Board Member Launch is TASB's recommended curriculum for new board members. It is comprised of several components to help you get your footing quickly on important issues facing your board. Find more information about the program in the Member Center at [tasb.org/members](https://tasb.org/members).

Watch for new board member programming at live events like Summer Leadership Institute and TASA | TASB Convention or the New Board Member Launch virtual event in January. You can also experience the New Board Member Launch on your own time through a course package in the TASB Online Learning Center (OLC). These opportunities focus on the role of the board, the social and emotional aspects of board service, and research-based governance practices shown to have the greatest effect on student success in your district.

Also, look for the Top 10 package in the OLC. These short courses provide a quick foundation in a variety of topics that will come before your board. They are designed as just-in-time resources, so if you find something on an upcoming agenda that is not familiar, see if there is a Top 10 course on the topic that can give you some background before the discussion. Current Top 10 course topics include:

- Budget
- College, Career, and Military Readiness
- Curriculum, Instruction, and Assessment
- HR Issues
- Legal Student Issues
- Policy
- School Law
- School Safety
- Special education
- Vision and goals

Email [onlinelearning@tasb.org](mailto:onlinelearning@tasb.org) to let us know of other topics you would like to see included.

## Learning about Board Service

### The Framework for School Board Development

A good place to start understanding your role as a member of the school board is the Framework for School Board Development, one of the documents linked on the New School Board Member: What's Next? page when you visit [tasb.org/welcome](https://tasb.org/welcome). You will also find a copy of this document in your policy manual in BBD(EXHIBIT). This Framework, adopted by the State Board of Education (SBOE), outlines tasks an effective board performs in its governing capacity. All tasks in the Framework ([tea.texas.gov/texas-schools/school-boards/school-board-member-training/framework-for-school-board-development](https://tea.texas.gov/texas-schools/school-boards/school-board-member-training/framework-for-school-board-development)) contribute to the board's development and implementation of a vision that will move the district forward in its pursuit of educational excellence for students. The tasks fall under and support the five basic ideas listed below:

1. **Vision and Goals**—The board ensures creation of a shared vision and locally developed, measurable goals that improve student outcomes and provide support for opportunities and experiences.
2. **Systems and Processes**—The board ensures systems and processes are in place to accomplish the vision and goals.
3. **Progress and Accountability**—The board sets clear goals, provides resources and support, evaluates goal attainment, and engages in ongoing objective feedback on progress and commitments.
4. **Advocacy and Engagement**—The board promotes the vision and engages the community in developing and fulfilling the vision. The board advocates on behalf of Texas public schoolchildren.
5. **Synergy and Teamwork**—The board's duties are distinct, and the board works effectively as a collaborative unit and as a team with the superintendent to lead the district in fulfilling the vision and goals.

## **A Code of Ethics**

Most local boards have adopted a code of ethics for their members at BBF(LOCAL). The code below, which has been adopted by many school boards, represents good practices for all board members.

**As a member of the board, I shall promote the best interests of the district as a whole and, to that end, shall adhere to the following ethical standards:**

### **Equity in Attitude**

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

### **Trustworthiness in Stewardship**

- I will be accountable to the public by representing district policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in district affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of district resources.
- I will make no personal promise or take private action that may compromise my performance of my responsibilities.

### **Honor in Conduct**

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

## **Integrity of Character**

- I will refuse to surrender judgment to any individual or group at the expense of the district as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the district if disclosed.

## **Commitment to Service**

- I will focus my attention on fulfilling the board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend board meetings.
- I will avoid personal involvement in activities the board has delegated to the superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

## **Student-Centered Focus**

- I will be continuously guided by what is best for all students of the district.

## **Training Requirements**

Texas trustees have several training requirements, ranging from open government courses expected of all elected officials to specific training on cybersecurity, student achievement, and school safety. Your training requirements as a new board member differ slightly from those you will need to meet in subsequent years of board service. Requirements also differ depending on whether it is a legislative year. The following table outlines the required trainings. Take special note of the timeframes and permitted providers of each type of training.

For more information about annual training requirements, visit [cec.tasb.org](http://cec.tasb.org).

| Topic                                                               | First-Year Board Member                                              |                                                                                                                                | Experienced Board Member                             |                                | Provider                                                 |
|---------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|----------------------------------------------------------|
|                                                                     | Hours                                                                | Timeframe                                                                                                                      | Hours                                                | Timeframe                      |                                                          |
| <b>Topic 1: Special Required Training</b>                           |                                                                      |                                                                                                                                |                                                      |                                |                                                          |
| Open Meetings Act                                                   | 1                                                                    | Within 90 days                                                                                                                 | N/A                                                  |                                | Attorney General's Office or approved provider*          |
| PIA (See Policy GBAA if this applies in your district)              | Check local district policy for any board requirements [BBD (Local)] |                                                                                                                                |                                                      |                                |                                                          |
| Cybersecurity                                                       | 1                                                                    | Within the first year                                                                                                          | 1                                                    | Each year                      | Courses approved by Texas Dept. of Information Resources |
| Local District Orientation                                          | 3                                                                    | Up to 1 year before or <b>within 120 days</b> after election or appointment                                                    | N/A                                                  |                                | Local District                                           |
| Orientation to Texas Education Code                                 | 3                                                                    | <b>Within 120 days</b> after election or appointment                                                                           | N/A                                                  |                                | Education Service Center                                 |
| Update to Texas Education Code                                      | N/A                                                                  |                                                                                                                                | Length determined by issues addressed in legislation | After each legislative session | Any registered provider*                                 |
| Evaluating and Improving Student Outcomes                           | 3                                                                    | <b>Within 120 days</b> after election or appointment, if not completed while a candidate; every 2 years after initial training | 3                                                    | Every 2 years                  | Any authorized provider*                                 |
| Sexual Abuse, Human Trafficking, and Other Maltreatment of Children | 1                                                                    |                                                                                                                                | 1                                                    |                                | Any registered provider*                                 |
| School Safety                                                       | 2                                                                    |                                                                                                                                | 2                                                    | Every 2 years                  | Commissioner of Education at TEA Learn                   |
| <b>Topic 2: Team Building</b>                                       |                                                                      |                                                                                                                                |                                                      |                                |                                                          |
| Team Building                                                       | At least 3                                                           | Within first year                                                                                                              | At least 3                                           | Each year                      | Any registered provider*                                 |
| <b>Topic 3: Additional Continuing Education</b>                     |                                                                      |                                                                                                                                |                                                      |                                |                                                          |
| Other Continuing Education                                          | At least 10                                                          | Within first year                                                                                                              | At least 5                                           | Each year                      | Any registered provider*                                 |

\* *TASB is approved by TEA and the Attorney General's Office to provide all types of school board trainings except for local district orientation, orientation to the Texas Education Code (ESC), cybersecurity (DIR-certified provider), and school safety (TEA Learn).*



## Tracking Your Continuing Education Credit Hours

The district is the official recordkeeper of board member training credit. For our members' convenience, TASB maintains a voluntary database of individual member training hours. The Continuing Education Credit Reporting Service (CECRS) allows superintendents and district designees to view and print board member reports of training obtained at TASB events. The district recordkeeper is also able to submit and track credit for non-TASB-sponsored training events.

If you attend TASB training events, each presenter will announce a unique code at the conclusion of the session. Record your earned continuing education credit (CEC) by logging on to the TASB Member Center at [tasb.org/members](https://tasb.org/members) from any mobile device or computer. All you need is internet access and your myTASB user ID and password. You can enter and view your full credit history.



## Jumping into Your Board Service

Even while you are getting your bearings as a new trustee, you will be making decisions and providing oversight for the district with your fellow board members. There's no probationary period for new board members; you have to just jump right in!

Within the broad list of tasks identified in the Framework for School Board Development, there are five ongoing key tasks the board uses to provide guidance and direction for the district. As a new board member, you can prepare to participate constructively right away with the following list.

### Critical Work of the Board

#### 1. Establishing a vision, adopting goals, and evaluating results

- Find out your district's process and calendar for setting goals and priorities and assessing success.
- Have your superintendent brief you on the state accountability system.
- Obtain access to a copy of your district's most recent annual performance report.
- Ask for access to the current district vision and goals and review them.
- Find out how the success of your district's current goals is going to be measured.
- Ensure you have access to district goals with you at board meetings.

#### 2. Adopting policies that enable the district to accomplish the goals

- Review your district's policy manual. Most districts have their policies online.
- Have your board president, one of your colleagues, or the district's TASB policy consultant give you a brief introduction on how to use the policy manual and the distinctions between and among legal policies, local policies, and administrative regulations.
- Review the publication *The Board Member's Guide to Policy* in the TASB Policy Service Resource Library in the Member Center.

- Read through and make sure you are familiar with key policies you will need every day, such as the following:
  - Policy DGBA(LOCAL)—Employee Complaints/Grievances
  - Policy FNG(LOCAL)—Student and Parent Complaints/Grievances
  - Policy GF(LOCAL)—Public Complaints
- Read the legal and local policies that govern the conduct of board business, such as the following:
  - Policy BAA—Board Powers and Duties
  - Policy BBE—Board Member Authority
  - Policy BBF—Board Member Ethics
  - Policy BBFA—Conflict of Interest Disclosures
  - Policy BBFB—Prohibited Practices
  - Policy BE—Board Meetings
  - Policy BEC—Closed Meetings
  - Policy BED—Public Participation
- Ask about your district’s procedures for adopting and revising policy and review Policy BF.

### **3. Hiring and evaluating the superintendent**

- Find out your board’s evaluation cycle and where you are in the process.
- Get access to the evaluation instrument your board will use and review it.
- Find out what procedure, if any, your board has established to ask questions about performance between evaluation conferences.
- Study the BJ policy series on superintendent employment.

### **4. Adopting a budget and tax rate**

- Ask your superintendent to give you an overview of the current budget.
- Review your district’s budget calendar.
- Review any materials your board may have developed or may have received from staff that are relevant to the budget being prepared.
- Study the CE policy series on budget adoption.

## 5. Communicating with constituents

- Find out what your board and district routinely do to keep the public fully and accurately informed.
- Find out who serves as the designated spokesperson for your board.
- Talk with your colleagues about the best way to respond to constituents and to the media about hot topics.
- Find out how your board obtains community feedback.

## Board Operations

### 1. Meetings

- Find out who prepares agendas for your board meetings and how to get an item included.
- Find out when you can expect to get agenda materials from your superintendent and what to do if you need additional information.
- Ask your board president what rules of order are used at your meetings.
- Make sure you complete your OMA training within the first 90 days and understand the basic provisions of the Texas Open Meetings Act.
- Understand the limitations placed on closed sessions of your board.
- Study policies BE, BEC, and BED pertaining to meetings.
- Review past meeting agendas. (Most districts have their agendas posted online through BoardBook® Premier.)



## 2. Board Members and District Constituents

- Ask your colleagues how they respond to controversial situations.
- Learn your district’s policies and procedures for handling constituent complaints.
- Study Policy BED—Public Participation and Policy GF—Public Complaints.

## 3. Board Members and District Staff

- Ask your superintendent about the district hiring processes, especially how community-sensitive positions, such as principalships and head coaching jobs, are filled.
- Talk with your colleagues and your superintendent about when and how to raise concerns about district staff.
- Familiarize yourself with board policies and procedures for asking information of staff.
- Make sure you know your district’s policy for hearing complaints from staff.
- Find out your board’s policy and procedures for board member visits to campuses and be very careful to adhere to them.
- Study the DC policy series—Employment Practices, Policy BBE—Board Member Authority, and Policy DGBA—Employee Complaints/Grievances.



## Frequently Asked Questions

### ***Q: What topics should be included in my initial local orientation?***

A: New board members are required to receive an orientation to their local district within 120 days of taking office. It must be at least three hours in length and address local district practices in curriculum and instruction, business and finance operations, district operations, superintendent evaluation, and board member roles and responsibilities. Ask your superintendent or board president if your district provides other resources for new members, such as a board handbook, board operating procedures, or mentors for new board members. Let your superintendent know if there are additional items you would like to have included.

Your orientation should include:

- Overview of district statistics, such as enrollment, demographics, performance summaries, and recent trends
- Administrative structure and names of key personnel
- District vision, mission, goals, and plan summaries
- District planning and evaluation process and calendar
- District budget summary and recent trends in revenue, appropriations, tax rates, and property values
- Budget development process and calendar
- Access to the online policy manual
- Policy development and review process
- Overview of district curriculum objectives, standards, and instructional programs
- Superintendent evaluation process, calendar, instrument, current performance goals, and contract
- Personnel hiring practices and salary schedule
- Preferred practices for common tasks, such as requesting information, bringing business before the board, preparing for and participating in board meetings, communicating with team members, communicating with the public and media, and visiting campuses or district offices

### ***Q: How might my life change now that I'm a school board member?***

A: It is very common for new school board members to experience some changes to their life when they begin their service. New board

members may be perceived and treated differently by many people in their community once they have been elected or appointed. You might also feel a bit busier because of the time it takes to prepare for and attend board meetings and other related commitments. A good way to prepare for these possible changes is by talking to experienced board members and attending training designed for new school board members, such as the TASB New Board Member Launch.

***Q: What can I expect during my first several months of service?***

A: Your first several months of service on the board can be an exciting time full of learning. Not only will you be learning about the board's governance role, but you will also be learning how your local board operates, how your district's schools function, and a variety of educational terms and phrases, among other things.

The first few months of service can be overwhelming at times, so it is a good idea to ask an experienced school board member to help you navigate through the first year of board service. You can rely on this mentor to help you keep your focus on learning the most important things at the appropriate time.

***Q: What are some of the things that I should focus my learning on during my first several months of service?***

A: Initially, you should focus your attention on learning about the role of the board, understanding how your board and superintendent function together, listening to your fellow board members, and asking lots of questions about how and why things are done in a certain way. Understanding the board's role and how it is different from and complementary to the role of the superintendent is very important, as is learning how to listen to and handle concerns and complaints from your community and staff.

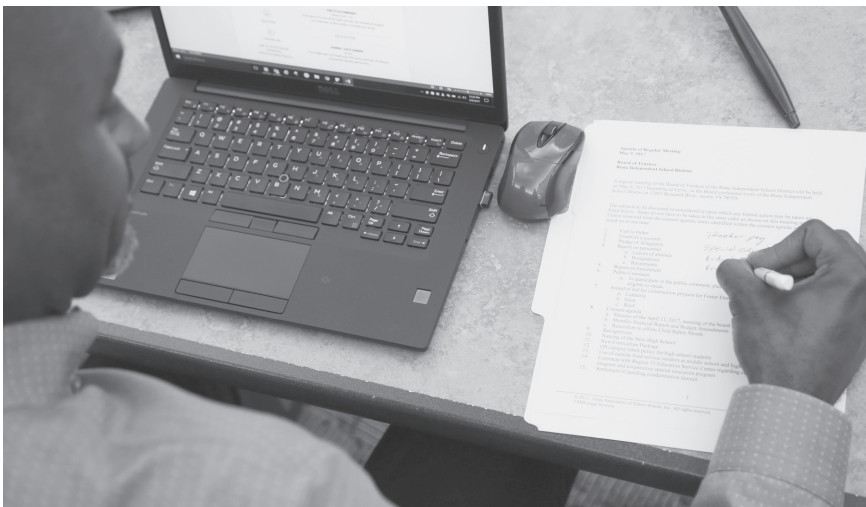


# Resources to Help

New board members usually start their service with a variety of questions. You have many resources available to help you find the answers you need. Again, start with the Member Center at [tasb.org/members](https://tasb.org/members). You can think of the Member Center as your learning hub as a trustee. This password-protected area of the TASB website provides you with just-in-time information and resources, so it's a great place to start with any questions.

## Local Resources

For many local questions, you should start by asking your superintendent and board president. They can be great resources for how the board functions in your district. They may mention your local orientation, board operating procedures, and a board activity calendar, among other things, as places you'll learn about your role as a trustee. It is a good idea to become familiar with your district's policy manual, especially the policies that outline the board's governance role in the district.



## TASB Resources

The Texas Association of School Boards (TASB) is your association. TASB is a volunteer, nonprofit, statewide education association that serves and represents Texas school boards. For more information about TASB, go to [tasb.org](http://tasb.org).

### Advocacy

One of the core functions of TASB is to represent our member school boards at the Texas Legislature when decisions are being made that may affect their districts. TASB's Governmental Relations (GR) monitors legislative developments, keeps members updated on activities, and promotes TASB's Advocacy Agenda in person with state and federal lawmakers, the SBOE, and other agencies.

GR hosts Regional Grassroots Meetings across the state in even-numbered years so that trustees can identify their legislative priorities, which are eventually adopted as TASB's Advocacy Agenda by the ultimate governing body of TASB, the Delegate Assembly, in the fall before a legislative session. In odd-numbered years, TASB and the Texas Association of School Administrators (TASA) host the Legislative Conference in February; TASB also holds the Post-Legislative Conference when the regular legislative session ends.

TASB's School Board Advocacy Network (SBAN) was established to help school board members become effective advocates. Participants in this free service receive training materials and stay connected through timely and succinct email updates. For more information, call GR at **800.580.4885** or visit [gr.tasb.org/sban](http://gr.tasb.org/sban) to join. You will also find resources on advocacy in the Member Center.



### Training Opportunities

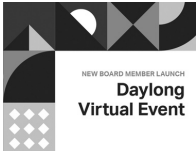


TASB offers training to meet your needs in many different forms:

- Conferences
- In-District consulting (IDC)
- Online Learning Center (OLC)
- Publications

## Conferences

TASB training events provide an opportunity for board members to hear from experienced education leaders, meet colleagues from around the state, and discuss hot topics and common issues. Some of the conferences have programming tailored specifically for new trustees.

| Month     | Conference                                                                                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June      | Summer Leadership Institute<br><i>San Antonio and Fort Worth</i><br>  | SLI, TASB's flagship training conference offered at two locations in June, is designed to (1) provide new board members with immediate training following May elections, (2) offer focused training for newly elected board presidents, and (3) provide experienced board members with current practices, information, and key concerns.                                                  |
| July      |                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                           |
| August    |                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                           |
| September | TASA   TASB Convention<br><i>Austin, Dallas, and San Antonio</i><br> | This premier event is offered in partnership with the Texas Association of School Administrators (TASA) each fall. In addition to relevant programming and field trips, Convention offers New Board Member Launch content and a seminar for small school districts. An exhibit hall features hundreds of exhibits and activities and opportunities to see Texas schoolchildren in action. |
| October   |                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                           |
| November  | Legal Services Seminars<br><i>Various locations across the state</i>                                                                                   | Attorneys from TASB Legal Services hit the road to offer Legal Seminars in the fall throughout the state. These seminars feature in-depth training on timely legal topics.                                                                                                                                                                                                                |
| December  |                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                           |

|          |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January  | <p>New Board Member Launch<br/>Virtual Event</p>  | <p>This virtual event is tailored for trustees elected in the November cycle. The event provides foundational information and perspective to help newly elected trustees get their bearings quickly. Registration for the session includes online access to bonus content including required trainings on the Texas Open Meetings Act and Sexual Abuse, Human Trafficking, and Other Maltreatment of Children.</p> |
| February | <p>Governance Camp<br/><i>Galveston</i></p>       | <p>This winter conference offers focused training for both new and experienced board members. It has a unique focus on student voices, and there are usually many opportunities to hear from and interact with students at the conference.</p>                                                                                                                                                                     |
| March    | <p>Spring Workshops<br/><i>Various locations across the state</i></p>                                                              | <p>These workshops offer timely training at locations throughout Texas in conjunction with regional education service centers, state colleges and universities, and area school boards associations.</p>                                                                                                                                                                                                           |
| April    |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                    |
| May      |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                    |

### ***In-District Consulting***

In-district consulting sessions are tailored to meet the specific needs of your board-superintendent team. Frequent requests include district planning, understanding oversight of management, superintendent evaluation, and team dynamics.



In addition to singular sessions for in-district consulting, TASB offers eXceptional Governance Board Development (XG) as an in-district training option. XG is a five-session, whole-board learning experience that strengthens essential perspectives, builds governance capacity, and equips boards to act confidently with a focus on improving student outcomes.

## ***Online Learning Center***

The Online Learning Center (OLC) features self-paced video and interactive courses. Continuing education credit is offered for most courses. You can access the OLC through your Member Center. Check the course catalog for foundational courses in board policy, ethics, school finance, and practical topics like parliamentary procedure. Other OLC topics include board governance, superintendent evaluation, and more.

## ***Publications***

TASB produces a variety of publications on board governance and operations. Be sure to check out discount pricing for package orders. The following are especially useful for new board members:

- *Getting Started as a New School Board Member*
- *A New Board Member's Guide to Parliamentary Procedure*
- *The School Official's Guide to the Texas Open Meetings Act*
- *New Board Member Legal Package*
- *The Board Member's Guide to Policy* (available free in the Member Center)

To order resources listed here and view other publications available from TASB, visit **store.tasb.org** or call **800.580.8272, extension 1068**.



## Services and Products

Think of a subject area your board or your schools deal with, and TASB most likely has a resource to assist. TASB is known for the exceptional quality of its services and its reputation for responding to district needs quickly, effectively, and thoroughly. You might ask your superintendent which TASB programs your district participates in. Visit [tasb.org/member-services](https://tasb.org/member-services) to learn more about those programs and other ways we support local school districts.

## Regional Education Service Centers

Beyond your district and TASB resources, you can find additional information through your regional education service center (ESC). These regional centers are arms of the Texas Education Agency, providing training and support for educators and board members throughout your region. Your initial training that provides an Orientation to the Texas Education Code must be provided by your regional ESC.



# Quick Reference Guide

## Common Education Abbreviations

|            |                                                                                        |
|------------|----------------------------------------------------------------------------------------|
| ADA .....  | Americans with Disabilities Act, Average Daily Attendance                              |
| AP .....   | Advanced Placement                                                                     |
| ARD.....   | Admission, Review, and Dismissal Committee                                             |
| DAEP ..... | Disciplinary Alternative Education Program                                             |
| EB....     | Emerging Bilingual ( <i>formerly English Learner and Limited English Proficiency</i> ) |
| EOC.....   | End-of-Course ( <i>exam or assessment</i> )                                            |
| ESC .....  | Education Service Center                                                               |
| ESL.....   | English as a Second Language                                                           |
| ESSA.....  | Every Student Succeeds Act                                                             |
| FSP.....   | Foundation School Program                                                              |
| FTE .....  | Full-Time Equivalent                                                                   |
| I&S.....   | Interest and Sinking ( <i>Fund</i> )                                                   |
| IDEA ..... | Individuals with Disabilities Education Act                                            |
| IEP .....  | Individualized Education Program                                                       |
| LBB .....  | Legislative Budget Board                                                               |
| LFA .....  | Local Fund Assignment                                                                  |
| M&O .....  | Maintenance and Operations ( <i>Fund</i> )                                             |
| NAEP ..... | National Assessment of Educational Progress                                            |
| PEIMS..... | Public Education Information Management System                                         |
| PSF.....   | Permanent School Fund                                                                  |
| SBEC.....  | State Board for Educator Certification                                                 |
| SBOE.....  | State Board of Education                                                               |
| SEL.....   | Social Emotional Learning                                                              |
| SSI .....  | Student Success Initiative                                                             |



|              |                                                  |
|--------------|--------------------------------------------------|
| STAAR .....  | State of Texas Assessments of Academic Readiness |
| TAC .....    | Texas Administrative Code                        |
| TAPR.....    | Texas Academic Performance Reports               |
| TEA .....    | Texas Education Agency                           |
| TEC .....    | Texas Education Code                             |
| TEKS .....   | Texas Essential Knowledge and Skills             |
| TExES.....   | Texas Examiners of Education Standards           |
| T-PESS ..... | Texas Principal Evaluation and Support System    |
| TRS .....    | Teacher Retirement System of Texas               |
| T-TESS ..... | Texas Teacher Evaluation and Support System      |
| WADA.....    | Weighted Average Daily Attendance                |

**Common TASB Abbreviations and Acronyms**

|             |                                                  |
|-------------|--------------------------------------------------|
| BOA.....    | Board Officers’ Academy                          |
| CEC .....   | Continuing Education Credit                      |
| CECRS ..... | Continuing Education Credit Reporting Service    |
| GR.....     | Governmental Relations                           |
| LAC .....   | Legislative Advisory Council                     |
| LTASB ..... | Leadership TASB                                  |
| OLC.....    | Online Learning Center                           |
| SBAN.....   | School Board Advocacy Network                    |
| SLI.....    | Summer Leadership Institute                      |
| TBU .....   | The Board Update ( <i>monthly e-newsletter</i> ) |
| TLS.....    | <i>Texas Lone Star (monthly magazine)</i>        |

## TASB Key Contacts

Visit [tasb.org/about-TASB/contact-us.aspx](http://tasb.org/about-TASB/contact-us.aspx) for a complete list of key Association contacts. Use 800.580.8272 for all entries listing only an extension number.

### Texas Association of School Boards

|                |               |
|----------------|---------------|
| Toll-free..... | 800.580.8272  |
| Austin .....   | 512.467.0222  |
| Website.....   | tasb.org      |
| Email .....    | tasb@tasb.org |

### TASB Board Development Services

|                                             |                    |
|---------------------------------------------|--------------------|
| Main Board Development Services Email ..... | board.dev@tasb.org |
| New Board Member Resources                  |                    |

|             |                  |
|-------------|------------------|
| Email ..... | tasbisd@tasb.org |
| Phone ..... | extension 2873   |

|                              |                |
|------------------------------|----------------|
| In-District Consulting ..... | extension 2450 |
|------------------------------|----------------|

#### Online Learning Center

|             |                         |
|-------------|-------------------------|
| Email ..... | onlinelearning@tasb.org |
| Phone ..... | extension 2455          |

#### Continuing Education Credit

|             |                |
|-------------|----------------|
| Email ..... | cec@tasb.org   |
| Phone ..... | extension 2453 |

|                       |                |
|-----------------------|----------------|
| Leadership TASB ..... | extension 2456 |
|-----------------------|----------------|

### TASB Events

*Check the Member Center for information about upcoming TASB events.*

|                                  |                |
|----------------------------------|----------------|
| Fall Legal Seminars .....        | 800.580.5345   |
| Governance Camp .....            | extension 2462 |
| Grassroots Meetings .....        | extension 1088 |
| Spring Workshops .....           | extension 2463 |
| Summer Leadership Institute..... | extension 2462 |
| TASA   TASB Convention .....     | extension 2451 |

### Other TASB Resources

|                                      |                |
|--------------------------------------|----------------|
| Area School Boards Associations..... | extension 2463 |
| Governmental Relations .....         | 800.580.4885   |
| HR Services .....                    | 800.580.7782   |
| Legal Services .....                 | 800.580.5345   |
| Policy Service .....                 | 800.580.7529   |

**TASB Publications**

Phone ..... extension 1068

Store Website ..... store.tasb.org



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Speak up for  
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PUBLIC SCHOOLS**



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