SERVICES & PRODUCTS
A Catalog of the Texas Association of School Boards & Affiliated Entities
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A NOTE ABOUT USING THIS CATALOG

The services and products included in this catalog are regularly updated to meet the needs of our members. Please use this catalog as a general guide to our offerings at the time of publication. If you want to find out more, call us at 800.580.8272 or visit tasb.org for the latest information about each program.

You’ll find our programs grouped under TASB Services and TASB Affiliated Entities. The latter section encompasses programs that are affiliated with or endorsed by TASB.

If you’re unfamiliar with program or product names, be sure to consult the index at the back of the book for generic terms.

Within each section, look for the following symbols:

- **Training**—includes training offered in districts, at TASB events, through webinars, and online.

- **Resources**—includes various types of publications, videos, and online libraries.

- **Planning and Consulting**—includes in-person board development sessions.

Cover photos: (front) Ann Patton (HR Services), Dax Gonzalez (Governmental Relations); (back) Todd Shade (Risk Management Marketing), Cristina Blanton (Legal Services).

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WHO ARE WE?
The Texas Association of School Boards (TASB) is a voluntary, nonprofit, statewide education association that has served and represented local Texas school boards since 1949.

The Delegate Assembly, made up of delegates from every Texas school board holding TASB membership, serves as TASB’s general policymaking body, and the 44-member TASB Board of Directors oversees the Association’s activities throughout the year.

WHAT DO WE DO?
We serve our members by providing:

• Advocacy—We speak with a unified voice to decision makers and monitor legislative actions to make sure that Texas public schoolchildren are successful.

• Information—We keep members advised on legal changes, educational trends, what they need to know to govern well, and more.

• Training—We help members understand their duties, strengthen leadership skills, and guide their schools toward excellence.

• Services and products—Our offerings are designed to help board members serve their communities more effectively and to help school districts function more efficiently.

MISSION STATEMENT
The mission of the Texas Association of School Boards is to promote educational excellence for Texas schoolchildren through advocacy, visionary leadership, and high-quality services to school districts.
WHO ARE OUR MEMBERS?
Every school board in Texas has elected to be a member of TASB since 1990, which means more than two decades of 100 percent membership. The Association represents the largest group of publicly elected officials in the state (almost 7,200), who preside over combined expenditures of more than $54 billion annually, employ more than 659,000 people, and serve more than 5 million students.

In addition to the boards of school districts, our voting membership includes the boards of regional education service centers. Community colleges, central appraisal districts, education cooperatives (shared services arrangements), and charter schools may join as non-voting members.

WHAT BENEFITS DO MEMBERS RECEIVE?
TASB members have access to an extensive variety of services, training, publications, products, and support, all of which are described in this catalog. Many of our services are included in membership fees; others are priced separately so that school districts can pay for certain services only as needed. This helps to keep the cost of membership as low as possible.

An explanation of services provided through membership fees follows.

Advocacy
One of the core functions of TASB is to represent school boards at the Texas Legislature when decisions are being made that may affect their districts. We monitor legislative developments, keep members updated on activities, and promote TASB’s Advocacy Agenda in person with state and federal lawmakers, the State Board of Education, and other agencies.

For more information, see the Governmental Relations section of this catalog, visit gr.tasb.org, or call 800.580.4885.
About TASB

Board Training and Credit Tracking
Board members are required to receive three kinds of continuing education: Tier One (Orientations), Tier Two (Teamwork), and Tier Three (Discretionary Continuing Education). As public officials, board members must also receive training on the Open Meetings Act.

For our members’ convenience, TASB maintains a voluntary database of individual member training hours. The Continuing Education Credit Reporting Service (CECRS) allows superintendents, board members, and district designees to view and print board member reports of training obtained at TASB training events and also enables the district record keeper to submit and track credit for non-TASB-sponsored training events. Find out more at cec.tasb.org or call 800.580.8272.

Legal Assistance
One of the most popular benefits of TASB membership is access to TASB Legal Services for legal advice and information. Our attorneys specialize in public school issues and provide advice to school district decision makers that supplements the legal advice districts receive from their own attorneys. School trustees, administrators, and attorneys can contact Legal Services by phone (800.580.5345) or access quick information online from TASB’s School Law eSource (schoollawesource.tasb.org). Find out more about law-related member benefits and products available for a fee on pages 32–33.

Texas Lone Star
TASB’s award-winning magazine, Texas Lone Star, is read by more than 12,000 education leaders in Texas. The publication is provided free to TASB members; paid subscriptions are available to nonmembers. Published 10 times a year, the magazine is a valuable resource of information on policy and governance issues, legislative developments, and other education-related news. Find the current issue and an archive of back issues at texaslonestaronline.org.
**Member access through myTASB**

Some TASB services are offered for members only, so access to some areas of the TASB Website is restricted. Through myTASB, you can update your membership information, access subscription services and the TASB Message Board, register for training events, and more.

Find the login box at the upper right on any page of tasb.org. If you don’t have an account or don’t remember your user ID or password, click the “Contact Us” link on the myTASB page (my.tasb.org). Call Board and Management Services for assistance (800.580.8272).

**The Star**

TASB’s e-newsletter, *The Star*, is a free publication that highlights education and regulatory news, important deadlines, upcoming training, and new resources. The newsletter is published 11 times a year (January–November). The current issue is available at tasb.org/services/the-star/current/. Issue archives require a myTASB login. TASB members receive e-mail notifications when a new newsletter is published. To ensure you receive these e-mails, add thestar@tasb.org to your e-mail services’ “safe senders” list.

**TASB Website (tasb.org)**

The Association’s website provides up-to-date member information, background on public education issues, and details about TASB services and products. Areas of the site that contain proprietary member information can be accessed through the myTASB login (for members only).

**TASB Social Media**

News updates and announcements from the Association are posted to Twitter (twitter.com/tasbnews) and Facebook (facebook.com/tasbpage) to make it easy for you to keep up with what’s new.
TASB Governmental Relations monitors legislative developments and keeps members up to date on legislative activities. Follow them on Twitter (twitter.com/tasbgr). Also, the TASB Risk Management Fund tweets news about Fund activities and events and general risk management topics of interest to schools (twitter.com/tasbrmf).

SUPPORT OF PUBLIC EDUCATION
The TASB strategic plan calls for the Association to help improve the public perception of Texas public schools. To that end, TASB works to understand public attitudes and to share the facts about public education and about schools in Texas.

Polling and surveying are used to gather information about public attitudes, while outreach is accomplished through campaigns, online resources, and training/information events. Additionally, each summer an issue of the Texas Lone Star magazine is dedicated to celebrating the achievements and triumphs of Texas public schools. The special issue is mailed to doctor and dentist waiting rooms and public libraries statewide.

MyTexasPublicSchool.org
This website answers commonly asked questions that parents have about public schools, particularly if their children are just entering public school, transferring from another state or country, or transitioning from private school or home school. TASB developed the site to help parents navigate the Texas public school system, with topics like enrollment requirements, student testing, how school policies are created, and much more. Artwork is available for districts to use in linking to and promoting the site, and handouts can be downloaded in English and Spanish.

Stand Up for Texas Public Schools
This TASB campaign is designed to encourage action and direct positive attention in support of Texas public schools. The campaign gathers statistics about public school performance in Texas, provides background and real stories about achievements of public school students across the state, and shares tips
and resources to help citizens advocate for public school education in their communities. Find out more at standup4txpublicschools.org.

**Student Video Contest: Texas Public Schools Rock!**

TASB created this contest to encourage public school students to showcase their creativity and enthusiasm for the great things going on at their schools. In their original videos, students can describe what makes their school exceptional, why schools deserve community support, how funding cuts affect schools, or use any other focus that illustrates the value of a public school education. Winners receive cash prizes for their classrooms.

**Supporting Schools Tool Box**

If you’re looking for help with your efforts to build support for schools in your community, search through the Supporting Schools section of our website (schools.tasb.org). Designed to provide inspiration, samples from other districts, and how-to information, this area can help you get started in your local efforts.

**truthaboutschools.org**

In recent years, much misinformation about Texas schools has been reported and repeated. In an effort to make accurate information available to those who seek it, TASB established the truthaboutschools.org website, dedicated to posting clear information and responding to questions about schools.

**SUPPORT OF BOARD SERVICE**

TASB regularly shares information about the role of the local school board and the benefits of board service to the community. Candidates for board service can find online information to help them understand.
the office they seek, and annual recognitions and an ongoing campaign help spread the word about the value of board service.

School Board Recognition Month
Each January, TASB helps schools and communities show appreciation to local board members for their dedicated service. A full month of activities allows local districts, PTAs, booster clubs, community leaders, and individual campuses to organize activities convenient and appropriate for them.

In early November, TASB sends superintendents kits containing certificates and tips for activities. Free online materials, including ads, posters, sample news releases, and much more, are posted on the Communications and PR section of tasb.org.

Why I Serve
Periodically, a collection of locally elected board members gives voice to why they serve their local community. Interesting, informative, and often inspirational, these stories explain board service in a way that captures the imagination.

OTHER RECOGNITION PROGRAMS

Superintendent of the Year (SOTY)
The SOTY award program honors outstanding Texas administrators for achievement and excellence in public school administration. Any local school board that is currently an active member of TASB may nominate its superintendent for the annual award. SOTY information is mailed and posted online each December. The deadline for receipt of entries at designated education service centers is mid-May.
Media Honor Roll
The Media Honor Roll annually recognizes media representatives who make an effort to get to know a district’s leaders, mission, and goals; report school news in an accurate and balanced manner; share good news about schools; and communicate with school representatives about upcoming coverage. Nomination materials are mailed to board presidents and superintendents, and can be accessed online, in January. The deadline for receipt at TASB is April 1.

TASB FIELD SERVICES
TASB field representatives provide information to districts about TASB as well as best practices and upcoming changes in the education environment. Because our field reps have devoted years of service to school districts, many as superintendents, they can work hand-in-hand with district staff to offer sound advice and ensure that districts have the most current information about TASB services.

To find your region’s representative, go to fieldservices.tasb.org or call 800.580.8272.

TASB’s Field Services staff includes Mike Rains (director), Kathee Lupton, Kim Krause, and Craig Stockstill, among others.

Need information?
Phone: 800.580.8272
E-mail: tasb@tasb.org
BoardBook is an online service that helps districts assemble board meeting packets in a consistent, efficient manner and conduct paperless board meetings with tablets and laptops. Districts that subscribe to BoardBook can cut meeting preparation time in half while reducing paper usage and easing the process of researching meeting materials.

BoardBook allows compilers to:
- Assemble various electronic documents into integrated, indexed, paginated, and formatted agenda packets, meeting notices, and minutes
- Work on several meetings concurrently
- Easily import materials as they become available
- Incorporate last-minute changes
- Recycle notices and agendas for recurring activities
- Create meeting-specific templates for recording minutes
- Publish notices and packets in electronic or hard-copy format

Trustees and district officials can:
- Access the agenda and materials instantly, from any computer
- Use links to district documents, such as policy manuals and budgets
- Consult TASB best-practices resources (including guides on effective meetings, parliamentary procedure, and the Texas Open Meetings Act)
Search an electronic archive of board meeting packets and minutes
Move toward paperless meetings and distribution, if desired

The public can:
• View posted notices, agenda packets, and minutes on the district’s website

Tim Curtis of BoardBook offers training and consultation on the agenda preparation tool.

🎁 TRAINING
An annual subscription to BoardBook includes phone-based training and assistance. Also, monthly skills-building workshops held at TASB headquarters in Austin are offered to subscribers at no cost.

Visit the website for video demos and additional information, or call to schedule a demonstration.
Engage is designed to be a cost-effective option for schools in support of their community engagement efforts. Two products are offered to meet district needs: an online subscription service to assist districts in complying with the community and student engagement evaluation required by House Bill 5 (83rd Tex. Leg.), and custom surveys that can be used for a variety of unique district issues.

**SUBSCRIPTION SERVICE**
Section 46 of HB 5 requires that districts conduct an annual evaluation of their performance in community and student engagement. To assist in that process, Engage expanded to provide members with an ongoing parent and community involvement service through an online subscription that includes:

- An HB 5 guide to compliance, including sample measures
- Online parent/community and secondary student surveys
- Committee evaluation worksheet and rating template
- A members-only online message board
- Webinar training, news, and community engagement resources
- Case studies and a database of useful engagement programs
CUSTOM SURVEYS
When districts need a one-time survey, customized for a specific need (such as district planning or boundary changes), Engage can provide online and printed surveys with third-party objectivity, promotional assistance, and comprehensive reports. TASB’s knowledge of schools, awareness of current issues, and expertise in surveying helps districts create a conversation with their community that conveys a genuine interest in their input.

For more information on the community engagement subscription service or a custom survey for your district, give us a call or visit our website.

Your district may need to survey the community on topics such as:

- Revising growth projections
- Updating facilities
- Building a new school
- Holding a bond election
- Changing attendance boundaries
- Conducting goal setting and district planning
Executive Search Services (ESS) is a consulting service dedicated to helping districts find the perfect match in a chief executive officer (CEO) or key administrator. ESS has been conducting searches since 1988 for districts ranging in size from 100 to more than 197,000 students.

Two types of searches are offered: an application-only search, in which ESS advertises the position, collects applications, and forwards them to the client; or a complete search, consisting of the following (as specified by the client):

- Planning the search process
- Establishing selection criteria
- Identifying candidates for interviews
- Preparing for interviews
- Assisting during deliberations and selection
- Assisting with the leadership transition (CEO search only)
- Awarding continuing education credit (CEO search only)

Our statewide consultant network provides an unparalleled resource in locating and screening quality applicants. As part of its executive recruitment program, ESS uses a web-based application, called Appli®. The software, created by ESS, includes superior search-management components and an automated application process, making it easy for clients to compare candidates’ qualifications.
We can also assist with other key administrative positions:

- Deputy or assistant superintendent
- Associate superintendent
- Chief financial officer
- Chief human resources officer
- Chief academic officer
- Chief operations officer
- Campus principal
- Director of campus programs
- Director of diversity and intercultural relations

**The ESS guarantee**: If a newly hired administrator leaves the district within two years for any reason other than a family emergency, ESS will continue or reopen the search without an additional consulting fee.
Facility Services

TASB Facility Services offers a wide array of programs tailored to school districts to assist with facilities-related matters.

REGULATORY COMPLIANCE ISSUES
Facility Services helps school districts comply with regulatory compliance requirements by providing asbestos management planning, integrated pest management training, and indoor air quality and asbestos inspections.

BOND ELECTION ASSISTANCE
We help districts with bond elections from start to finish, including facilities assessments, strategic planning, and customized bond election assistance.

CAPITAL IMPROVEMENT PROJECTS
Facility Services offers construction program management services to help bridge the gap between contractors and district staff.

ENERGY USAGE EFFICIENCY AND COST REDUCTION
Our Efficient Buildings program helps school districts plan and implement upgrades and policies to reduce energy consumption and generate new funding.

RESOURCES
Facility Services staff is available for on-site visits, telephone consultations, and video conferences upon request.
Facility Services members are entitled to unlimited free training classes on such topics as:

- Asbestos Designated Person Training
- Environmental/Facilities Regulatory Compliance
- Grounds Maintenance/Turf Management
- Integrated Pest Management Coordinator Training
- Indoor Air Quality Training
- Hazardous Materials Coordinator
- Asbestos O&M Contractor Course
- Special topics in energy efficiency and facilities planning

Mike Brooks (Facility Services Planning and Construction) provides information on managing construction projects.
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. The Governmental Relations (GR) division monitors legislative developments, keeps members updated on activities, and promotes TASB’s Advocacy Agenda in person with state and federal lawmakers, the State Board of Education, and other agencies.

GR staff members are committed to extending TASB’s advocacy mission by:

- Alerting members when new legislative developments require quick action
- Training members to become effective advocates
- Sponsoring seminars and conferences addressing legislative issues
- Helping trustees prepare to testify before legislative committees
- Promoting strong grassroots advocacy efforts
- Guiding members through the development of the TASB Advocacy Agenda

GR hosts Grassroots meetings across the state in even-numbered years so that trustees may develop their advocacy priorities. In odd-numbered years, TASB and the Texas Association of School Administrators (TASA) host the Legislative Conference in March, and TASB holds the Post-Legislative Conference when the regular legislative session ends.
SCHOOL BOARD ADVOCACY NETWORK (SBAN)
TASB established the School Board Advocacy Network (SBAN) to help school board members become effective advocates. Participants in this free service receive training materials and stay connected through timely and succinct e-mail updates.

SBAN helps participants cultivate relationships with lawmakers, share legislative information with fellow board members, attend training sessions and conferences, serve as TASB’s legislative contacts, and testify before legislative committees. For information on SBAN, call 800.580.4885. Find membership applications for SBAN at https://www.tasb.org/apps/gr/SBANSignup.aspx.

RESOURCES
GR informs members about legislative actions concerning education through the following sources:

- **Legislative Report**—an online, weekly e-newsletter that focuses on education issues and includes reports on general session activities, committee hearings, House and Senate actions, status of legislation, and Grassroots events
- **Legislative Updates**—posted on gr.tasb.org and e-mailed to board members whenever important actions occur at the Capitol
- **Action Alerts**—sent to SBAN members when immediate response to legislative activity is needed

A Guide to Texas School Finance is available from the TASB Store and, after each legislative session, a Legislative Summary is posted on gr.tasb.org. GR also produces the Guide to Texas Public Education, which includes issue briefs on important education issues being considered in the Legislature.
The Governmental Relations Website (gr.tasb.org) contains Legislative Reports and Legislative Updates, issue briefs, sample presentations, and other information related to public education policy and the Texas Legislature.

**TRAINING**

GR staff regularly train school trustees to become effective advocates. Sessions on effective advocacy are held at various TASB events throughout the year.
The TASB Advocacy Agenda

TASB presents the members’ legislative and regulatory agenda to the Texas Legislature, Governor’s Office, State Board of Education, Texas Education Agency, US Congress, and other agencies and organizations.

The TASB Advocacy Agenda is constructed from information gathered as part of TASB’s Grassroots Process. Grassroots meetings are hosted by GR staff across the state in even-numbered years, when the Texas Legislature is not in session. At these meetings, school board members provide input about which issues TASB should pursue as Advocacy Priorities in the coming legislative session. Also, each region elects representatives to TASB’s Legislative Advisory Council, the body that compiles the proposed priorities for recommendation to the TASB Board.

After the Grassroots Process, TASB solicits from individual school boards proposals for Advocacy Resolutions that serve as a secondary platform of the Association. The Resolutions complement TASB’s Advocacy Priorities and guide the TASB Board, staff, and members in responding to issues that may arise before the Legislature or governmental agencies.

Each year, during the TASA/TASB Annual Convention, the TASB Board submits the recommendations for Priorities and Resolutions to the TASB Delegate Assembly for approval. The Delegate Assembly brings together trustees from across Texas to provide crucial direction to the TASB Board and staff in representing members’ interests statewide and nationally.

For more information about the Advocacy Agenda, visit gr.tasb.org.
HR Services

Districts that become members of the HR Services program have access to data, publications, training, and expert consulting services in the area of human resource (HR) management.

HR professionals provide consulting services to member districts in these areas:

- Employee Compensation
- HR Operations Reviews
- Staffing Reviews
- Employee Surveys
- In-district Training
- Leaves and Absences

RESOURCES

Publications and other human resource management resources available online to school districts and HR Services members include:

- Administrator’s Guide to Managing Leaves and Absences
- Administrator’s Guide to the Fair Labor Standards Act
- Superintendent Salaries and Benefits in Texas Public Schools
- Work-Site Postings for Texas Public Employers

HR Services members also have access to the following:

• **Model Job Descriptions**, listing job descriptions for more than 140 titles
• **Online HR Library**, with model forms and letters and resources on HR-related topics
• **DataCentral**, a service that allows members to create or download custom survey reports on salaries, stipends, benefits, and other human resource trend data

A monthly electronic newsletter, *HR Exchange*, is published to keep members informed about current school HR issues. Find the current issue under Member Resources on the TASB Website.

![Troy Bryant (HR Services).](image)

**TRAINING**

HR Services conducts training on numerous human resource topics. The workshops are held in Austin, at education service centers, through webinars, and in school districts statewide.

Although topics change to address current needs of HR Services members, the following list illustrates subject area coverage:

• Employee Pay Systems
• Fair Labor Standards Act
• Employment Classification
• Leaves and Absences
• Family and Medical Leave Act
• Texas School HR Administrators’ Academy

HR Services is an approved provider for continuing professional education units for State Board for Educator Certification and is an approved organization for sponsorship of continuing education credit (CEC) for the Texas Association of School Business Officials (TASBO).
An internal audit offers a district protection by identifying issues before they become headlines and putting into place procedures and protocols that safeguard the school board and staff. TASB Internal Auditing Services is designed to provide discounted internal auditing services to Texas schools.

Whether it’s in the area of maximizing your resources or protecting them, it’s often not obvious where you have room to improve. Internal Auditing Services helps you take a closer look at every aspect of your district’s operations so you can fine-tune your processes and controls.

TASB Internal Auditing Services offers the following comprehensive services:

- Risk assessment
- Internal controls and processes
- Compliance audits
- Asset verification
- Fraud investigation
- Performance audit
- Targeted audits of board-identified functional areas
- Follow-up audits
- Complete internal audit outsourcing
- Client assessment of project performance by Gibson Consulting

tasb.org/auditing
800.580.8272
GIBSON CONSULTING
TASB has teamed with the Gibson Consulting Group, Inc., an Austin-based firm with extensive experience with Texas public schools and contemporary internal auditing practices. Gibson Consulting Group is a professional service firm that focuses exclusively on the K–12 public education market. Gibson has assisted more than 250 school systems in 16 states over the past 20 years.

For more information, give us a call or visit our website.

An internal audit can:

- Identify risks
- Help ensure funds are used efficiently
- Streamline internal operations so that staff can work more efficiently
- Assure stakeholders that district resources are being properly used
- Save money
Leadership Team Services

TASB’s Leadership Team Services (LTS) focuses on improving the effectiveness of school board leadership teams by offering:

- Training
- Planning, consulting, and facilitation services
- Publications and resources

**TRAINING**

LTS offers training that helps boards and superintendents work at their best, both individually and as a team. Also, LTS coordinates major events, such as the TASA/TASB Convention and Summer Leadership Institute, which help define TASB as the ultimate source of information and training for Texas school boards.

TASB Institute for School Board Development (TASB ISD) courses provide critical information for new board members through the following in-depth sessions:

- Boardsmanship Basics
- Teamwork Basics
- School Law Basics
- District Planning and Budget Basics
The four courses provide 10 hours of continuing education. In addition to live classes, new board members are encouraged to take the foundational short courses in TASB’s Online Learning Center. These courses include The Accountability System, School Finance, Parliamentary Procedure, and Board Policymaking.

**Board Presidents’ Academy**, part of Tier Three continuing education, offers required training in the leadership duties of a board president. Look for sessions at major TASB conferences.

**Leadership TASB (LTASB)** was designed by school board members and created for experienced trustees who are ready to take on greater leadership roles in Texas public education. The yearlong program, consisting of five weekend sessions held in locations across the state, allows board members to interact with nationally recognized experts, work together on a team project, visit model school programs, and gain access to a statewide network of trustees to call on for advice and support. Applications are available each year beginning in May and must be submitted by July 1.

**TASB’s Online Learning Center (OLC)** offers self-paced audio and video courses, recorded webinars, and more. Continuing education credit is offered for most OLC courses. Visit onlinelearning.tasb.org for information.

**Continuing Education Credit Reporting Service (CECRS)**

For our members’ convenience, TASB maintains a voluntary database of individual member training hours. The service allows superintendents, board members, and district designees to view and print board member reports of training obtained at TASB training events and also enables the district record keeper to submit and track credit for non-TASB-sponsored training events. CECRS answers questions about credit requirements at cec.tasb.org with myTASB login. Call 800.580.8272 or e-mail cec@tasb.org for information.
PLANNING AND CONSULTING
Collectively, LTS consultants have more than 100 years of experience working with and/or serving on school boards. Board members and superintendents can receive advice from consultants by phone on effective practices for conducting board business or working through specific problems. When a phone call isn’t enough, consultants can travel to your district to assist your board in raising the team’s effectiveness level.

Sessions are tailored to the board’s specific needs, in consultation with members of the board-superintendent team. An LTS consultant also can help assess the needs of the board through visits to the district.

Frequent requests from districts include assisting the board with:
- District goal setting
- Understanding oversight of management
- Developing an effective superintendent performance evaluation system
- Working with team dynamics

Tier Two Team Building: Team building is an annual requirement of board-superintendent teams—but it doesn’t have to be boring! TASB has many options from which to choose.

Texas requires the following elements for an annual team-building session:
- A session with all board members and the superintendent present
- A time investment of generally three hours
- An activity that enhances team effectiveness
- An assessment of continuing education needs

All TASB sessions, customized and conducted within the district, comply with the Open Meetings Act and include an assessment of continuing education needs.

Tier Three In-District Training: Training in board governance, oversight of management, and team-operations issues are offered as in-district workshops to allow for discussion geared to each district’s practices and needs. Almost any topic presented by LTS at TASB training events can be offered in a district upon request, including:
RESOURCES

A variety of helpful resources, including tip sheets, samples, and Q&A documents, are available free at LTS.tasb.org/resources, grouped by topic and audience. For more detailed information on governance and oversight topics, the Leadership to GO publication series and additional team development resources can be purchased through the TASB Store (store.tasb.org).

Examples of LTS publications

For New Trustees
- Getting Started as a New School Board Member
- A New Board Member’s Guide to Parliamentary Procedure
- A New Board Member’s Guide to Superintendent Evaluation
- New Board Member Leadership to GO Package (includes three publications listed above at a discount)

For Board Presidents
- Getting Started as a New School Board President
- A Board President’s Guide to Meeting Preparation
- A Board President’s Guide to Parliamentary Procedure
- A President’s Guide to Facilitating Superintendent Evaluations
- Board Presidents’ Leadership to GO Package (includes four publications listed above at a discount)

For Leadership Teams
- Effective Practices: An Inventory for School Boards

For Community Members and Board Candidates
- Guide for School Board Candidates
Legal Services

Districts count on TASB Legal Services for legal advice and information. Our attorneys specialize in public school issues and provide advice to school district decision makers that supplements the legal advice districts receive from their own attorneys. School trustees, administrators, and attorneys can contact Legal Services on TASB’s toll-free Legal Line (800.580.5345).

Our attorneys also write and update legal policies and review local policies for school districts, community colleges, and education service centers, and they provide year-round training for trustees, administrators, and staff.

RESOURCES

TASB School Law eSource
Legal Services offers free, online legal information with TASB School Law eSource (schoollawesource.tasb.org). This part of the TASB Website collects Q&As, useful links, and policy references by topic, organized in the same manner as the TASB Policy Reference Manual. Also available (for free) in eSource is a Financial Responsibility Guide with overviews of essential financial topics every board member needs to know.

Publications and Videos
A comprehensive selection of Legal Services publications covers such subjects as:
• Closed meetings  
• Conflicts of interest  
• Employment contracts  
• Fraud prevention  
• Grievances  
• Legislation  

• Personnel issues  
• Public funds usage  
• Public Information Act  
• Open Meetings Act  
• Student searches  
• Student speech in school

Available on video are:
• Bullying and Harassment in Schools  
• A Guide to Student Discipline  
• An Introduction to the Texas Open Meetings Act  
• An Introduction to the Texas Public Information Act  
• Religion in the Public Schools  
• Resolving Grievances in the Public Schools  
• Technology in Schools

Legal Services publishes a monthly newsletter, *TASB School Law Update*, which provides timely summaries of recent school law decisions in a convenient online format. We also offer a subscription to an online Legal Research Library with searchable archives of past newsletters, as well as searchable copies of full-text commissioner decisions. Purchase Legal Services publications at [store.tasb.org](http://store.tasb.org), or call 800.580.8272.

![TRAINING](image)

**TRAINING**

Legal Services offers on request customized in-district training for staff, administrators, and board members on legal topics at an affordable cost. TASB attorneys are frequent presenters of legal topics at statewide TASB training events, and our Legal Seminars, held at various locations across the state, feature in-depth training on timely legal topics for both new and experienced trustees.

*Ifeoma Ibekwe and Holly Murphy, senior attorneys in Legal Services.*
TASB offers expert assistance with policy development and maintenance at a low cost through TASB Policy Service. Members of this service receive policy advisories and alerts, tool kits, samples, and other resources.

**RESOURCES**

The centerpiece of Policy Service membership is the *TASB Policy Reference Manual*, a comprehensive, regularly updated collection of federal and state laws and regulations that affect school district governance. This manual serves as the springboard for localized policy manuals in almost all Texas school districts.

Policy Service members have access to a number of special-topic resources:

- *Model Student Code of Conduct*, the basis for locally adopted student codes of conduct throughout the state (available in English and Spanish)
- *Model Student Handbook*, adjustable to suit a member district’s particular practices (available in English and Spanish and updated annually)
- *Chapter 37 Offenses and Consequences Chart*, a guide to help school officials determine appropriate disciplinary responses
- *The Administrator’s Guide to Policy Management*
- *The Board Member’s Guide to Policy*
- *Regulations Resource Manual*
In addition, Policy Service has collaborated with virtually all of its 1,028 school district members to produce localized policy manuals specific to the governance and management needs of each district. Nearly all of those elect to publish their localized policy manuals through Policy On Line.

Policy Service regularly communicates with its members through Starting Points (policy development tool kits), Policy Alerts (advisories on hot issues), and other special-topic publications. Additional resources help members understand, maintain, and develop policy in their districts.

POLICY ON LINE®
For online publication of an individual board’s policy documents, Policy On Line is the answer. This web-based tool for publishing TASB localized policy manuals ensures:

- Easy access to a district’s manual
- Up-to-date information
- Speedy research with full-text search tools
- Less time and expense than dealing with hard copy
- Simple distribution of district policies

ثقافة TRAINING
Policy Service leads sessions on policy development and maintenance at various TASB events, including the Summer Leadership Institute and the TASA/TASB Convention. Also, Policy Service consultants conduct Policy Review Sessions with individual districts. This service centers on a comprehensive audit of the district’s policy manual and includes retraining local officials on the use and maintenance of their manuals.
Printing Services

TASB Printing Services offers a wide range of high-quality, customizable products to meet the printing needs of districts across the state.

Services include:
- Printing and copying
- Brochures and fliers
- Business forms
- Business cards
- Reports
- Banners, posters, and signs
- Pens, notepads, mugs, bags, mousepads, coasters, and other specialty items
- Bindery
- CD/DVD duplication including cover and CD/DVD printing
- Mailings

Our experienced staff uses the latest printing technology to offer these services along with competitive pricing.

If your district has an in-house print shop, we can assist with overflow during peak periods and supplement your in-house printing options.
TASB Special Education Solutions has a long history of helping Texas school districts streamline Medicaid processes and maximize reimbursements. With the number of special needs students in Texas schools growing, TASB is offering a broader range of solutions specifically tailored to assist districts in managing documentation requirements and simplifying reporting.

Choose TASB Special Education Solutions to take advantage of:

- Full-service electronic documentation system
- Extensive real-time reporting capabilities
- SMART® web-based billing
- Cost report guidance and completion
- Audit and reprocessing assistance
- Training and support from a team of special education and Medicaid specialists

**TRAINING**

In addition to onsite training, each spring TASB hosts an annual conference for members of Special Education Solutions. The conference offers training in such areas as Medicaid billing compliance, policy, and regulations; updates to the web-based SMART software; and information on audits and policy changes.

tasb.org/specialeducation
888.630.6606
TASB Store

TASB members receive special member pricing on publications and videos through the TASB Store. Our online store has a large selection of TASB-produced books and video packages covering topics of interest to trustees, administrators, parents, and community members.

Items are grouped by category, and recent items are displayed as “featured products.” A gifts category includes novelty and gift items, T-shirts, golf shirts, and more. Plaques and awards also are available.

The TASB Store travels to TASB training events, such as the Summer Leadership Institute and the TASA/TASB Annual Convention.

store.tasb.org
800.580.8272

TASB publications and videos are available through the TASB Store.
Look for the TASB Store at major events such as Summer Leadership Institute and the TASA/TASB Convention.

The TASB Store offers resources on the following subjects:

- Board governance and operations
- District operations
- Legal
- Legislative
- School finance
- School board candidates
Cooperative purchasing

The BuyBoard purchasing cooperative enables school districts to save money on the products and services they need, while streamlining the purchasing process.

By purchasing through the BuyBoard, members can avoid the time and expense of undertaking a competitive procurement process alone. Users can find all of the products they need in one place with a wide range of well-known brands from more than 1,400 awarded vendors. By leveraging the purchasing power of more than 4,500 members, BuyBoard users also can purchase those products for less. Membership is free.

Wade Thompson (BuyBoard) shares information about cooperative purchasing with a member.
Other advantages of purchasing through the BuyBoard:

- Members can take advantage of the electronic RFQ option for additional savings.
- The automated purchasing process creates an audit trail, making it easy to document procurement compliance.
- Cooperative rebate is based on amount purchased during the year.

An 11-member board composed of BuyBoard members governs The Local Government Purchasing Cooperative and awards competitively procured contracts on behalf of the membership.

**TRAINING**

BuyBoard staff hold periodic regional training events to assist members in taking advantage of the BuyBoard’s many features. The training sessions help participants maximize the benefits of purchasing through the BuyBoard—such as streamlining the purchasing process, saving money, accessing documentation of their purchases, and making the purchasing process more secure.

**Shop for supplies and equipment in these categories:**

- Athletics
- Auction Services
- Audiovisual
- Automotive Parts/Tires/Fuel
- Awards/Trophies
- Building Maintenance
- Classroom Teaching
- Computers/Technology/Software
- Custodial
- First Aid
- Floor Coverings/Sport Surfaces
- Food Service
- Furniture
- Grounds Maintenance
- Instructional Materials
- Job Order Contracting and Trade Services
- Library Books
- Modular Buildings and Ramps
- Music and Theater
- Office Supplies/Equipment
- Paper and Toner
- Parks and Recreation and Sports Lighting
- Uniforms and Clothing
- Vehicles/Trucks/Trailers/School Buses

*And more!*
First Public provides investment and employee benefit options specifically designed for governmental entities. As the financial arm of TASB, First Public’s origins date back to 1987.

Wholly owned by TASB, First Public is a registered broker-dealer with the Securities and Exchange Commission and a member of the Financial Industry Regulatory Authority (FINRA), Municipal Securities Rulemaking Board, and Securities Investor Protection Corporation. First Public is also licensed with the Texas Department of Insurance.

INVESTMENTS
The Lone Star Investment Pool has a long history of helping public school districts build successful investment strategies. Lone Star is managed by two separate money managers and offers three distinct overnight funds, allowing school districts to build portfolios that are unique to their investment needs.

With a focus on safety, liquidity, and yield, we limit investments only to those allowed by the Public Funds Investment Act.
EMPLOYEE BENEFITS
Since 2002, TASB has helped provide school districts and their employees with a variety of employer-paid and employee-paid benefits such as group life and group long-term disability. These valuable benefits, provided through the TASB Benefits Cooperative, are offered at special group rates and help districts retain employees as well as attract new employees.

💼 TRAINING
First Public staff provides investment officer training at the TASA/TASB Convention, the TASA Midwinter Conference, and the TASBO Conference, enabling superintendents and business managers to obtain the hours of investment officer training required under the Public Funds Investment Act. Staff also presents informational sessions at TASB events, offering updates on a variety of financial subjects of interest to school districts.
The TASB Energy Cooperative helps school districts procure electricity and fuel at fixed costs. The program gives participants an easy, cost-effective way to earn a competitive rate for the deregulated portion of their bill and to meet the competitive procurement requirements that now apply to electricity.

The retail electric provider (REP) is selected through a competitive procurement process to provide services for program members, including bill payment, invoice and tracking, account switching, and general customer services. The REP, with oversight by TASB, also competitively procures the wholesale marketplace for the electric commodity on behalf of members.

The TASB Energy Cooperative also offers a fixed-rate transportation fuel program. Planning for fuel commodities through TASB lets districts budget with certainty and meet state procurement laws.
The purpose of the TASB Legal Assistance Fund (LAF) is to provide support to school districts that are defending legal challenges with the potential to affect public schools statewide. In most of its cases, the Fund provides assistance in the form of *amicus curiae*, or “friend of the court,” briefs. An *amicus* brief explains to the court why a school district should win its case and how the court’s decision will affect other Texas school districts.

Since its inception more than 30 years ago, LAF has filed more than 150 “friend of the court” briefs. Cases have involved the Texas school finance system, governmental immunity, sexual harassment, religion in schools, and numerous employment and student discipline issues.

The Fund is administered by a seven-member board of trustees made up of the president, president-elect, and a vice-president of TASB; the president and president-elect of the Texas Association of School Administrators; and the chair and vice-chair of the Texas Council of School Attorneys. Approximately 750 school districts are members.

Through the Fund’s efforts, courts and the community at large will gain a better understanding of how fundamental issues affect education in our state.

RESOURCES

LAF members receive an online newsletter, *The LAF Docket*, which covers legal challenges that could affect public schools statewide.
The TASB Risk Management Fund (Fund) is a collective self-insurance program (also known as risk pool) focused on reducing the cost of operational risks for Texas school districts, community colleges, and other education entities. Losses, which can be costly and detract from the mission to educate students, include on-the-job injuries to employees, property damage to facilities, litigation costs, and unemployment benefit costs, among others.

The Fund has provided risk management services to Texas school districts since 1974. With more than 1,000 members, $348 million in assets*, and over $227 million in members’ equity*, it is one of the oldest, largest, and financially strongest risk pools in the nation. It is administered by TASB, Inc., and governed by a 19-member board of trustees composed of school board members, superintendents, and other officials from the Fund’s member organizations.

The Fund focuses on comprehensive training and education, loss prevention, and aggressive and effective claims handling when claims occur. In addition, the Fund takes a number of actions to give back to members. It has responded to budget cuts by keeping contribution costs for Workers’ Compensation, Auto, Property, and Liability programs stable, and reducing contributions when feasible. It strives to find ways to enhance

*Financial information is as reported in the 2013 Audited Financial Statement.
and simplify coverage agreements for all programs. The Fund also gives back to members through Loss Prevention Grants, opportunities for coverage credits, Innovation Awards, and other initiatives.

FUND PROGRAMS
Members can receive coverage for the following risks:
- Workers’ Compensation
- Property
- Automobile
- School Liability
- Unemployment Compensation

Depending on size and claims experience, members may choose from a variety of funding options that include fixed-cost, fully funded plans, partially self-funded plans, or self-funded plans.

WORKERS’ COMPENSATION
From preventing losses before they ever happen with a comprehensive loss prevention program to handling expert claims when they occur, the Fund responds to member needs with a full range of services. Each Fund member is assigned an integrated team of TASB claims professionals. The team includes an on-site medical director, claims adjusters, claims managers, and utilization review nurses. Also, the Fund partners with other Texas risk pools in the Political Subdivision Workers’ Compensation Alliance (Alliance) to contract with medical providers for the provision of workers’ compensation medical benefits to injured employees. Alliance doctors understand the dynamics of work-related injuries, which helps get injured workers safely back on the job, improving productivity and saving costs.

PROPERTY
The Property program protects members’ buildings and their contents from fire, weather-related losses, theft, accidents, vandalism, and other risks. Broad coverage includes blanket limits and replacement cost coverage. In addition, members of the Fund’s Property program receive comprehensive property appraisals at no cost as part of their coverage.
The appraisals are conducted by Fund partner American Appraisal, maintained for the member, and updated annually. Property claims are handled by TASB staff adjusters and a cadre of external professionals, including appraisers, engineers, and construction experts.

**AUTOMOBILE**
The Automobile program includes Auto Liability and Auto Physical Damage. Auto Liability coverage protects against third-party bodily injury and property damage resulting from the negligent operation of a motor vehicle. Auto Physical Damage covers damage to vehicles owned by Fund members.

**SCHOOL LIABILITY**
School Liability coverage combines Professional Legal Liability and General Liability in a single coverage agreement, which prevents coverage gaps. The Fund has formed an attorney panel composed of experienced school law litigators with proven track records in defending school districts and other education organizations.

**Professional Legal Liability (PLL)**
Frequently referred to as Errors and Omissions (E&O), PLL protects members for claims made for wrongful acts, errors, or omissions by board members, administrators, and staff. These include claims made for allegations of civil rights violations, wrongful termination, sexual misconduct, negligent discipline, and other exposures common to school districts.

**General Liability (GL)**
General Liability coverage protects against claims arising from third-party bodily injury and property damage, personal injury, advertising injury, and employee benefits liability.

**UNEMPLOYMENT COMPENSATION (UC)**
The Fund’s UC program provides members with the cost savings that come from being a reimbursing employer, in addition to the advantages of having an annual fixed cost for unemployment compensation claims. Staff members are well versed in the unique issues of school district employment and Texas Workforce Commission (TWC) rules and regulations. A TASB staff attorney assists members with all aspects of TWC hearings and appeals and helps members maintain documentation needed to prevent claims.
LOSS PREVENTION
A team of professional, regionally based safety consultants works with members of the Workers’ Compensation, Auto, and Property coverage programs to prevent and reduce losses through regular site visits, consultations, and training. The Loss Prevention Grant Program, initiated in 1997, has awarded more than $6.5 million in grants to members.

AWARDS PROGRAMS

Innovation Awards
The Fund honors Innovation Award winners each spring at the Fund Members’ Conference. Up to 10 Fund members receive a $1,000 award for established initiatives, products, or programs that are inventive, timely, and cost effective. For consideration, a member must participate in a Fund program and remain active throughout the fiscal year in which it wins.

Loss Prevention Grants
The Fund provides grants of up to $4,000 a year to members to help implement loss prevention and safety initiatives that reduce the potential for auto and property losses and on-the-job injuries. Applications are available in the spring to school districts and education entities that are Fund members, and awards are presented each May.

RESOURCES
News & Views, the Fund’s online membership newsletter, provides the latest news and tips on school-related risk management. The Fund Member Library offers a wide variety of publications, videos, forms, reports, and other resources.

TRAINING
The Fund offers comprehensive training opportunities at no cost to Fund members. Training programs include the annual Members’ Conference each spring and a monthly webinar series. Members have an opportunity to win coverage credits (reducing the cost of Fund contributions) when they attend the Fund’s annual Members’ Conference. The Fund also hosts an annual Community College Symposium to address a variety of risk management challenges that colleges face.
TASB offers valuable training opportunities throughout the year to board members, district administrators, and other school employees. Take advantage of our training to meet your continuing education credit requirements or to simply address topics of interest to you and your district.

You’ll find training sessions at major TASB events, at regional workshops and other venues, inside districts, or at your request with a customized approach.

On the following pages, you’ll find some of TASB’s major events on a seasonal timeline.

For details on any of the events featured, contact the sponsoring program as listed.

Want to find out what’s going on?
Check the TASB events calendar at tasb.org/training.
BOARD CANDIDATE WORKSHOPS
TASB offers live webinars, recorded webcasts, and an online course for community members who are thinking of running for the board. LTS.tasb.org/candidates

SPECIAL EDUCATION SOLUTIONS MEMBERS’ CONFERENCE
A spring conference is held every year for members of TASB’s Special Education Solutions, which assists districts in billing Medicaid for services eligible under the School Health and Related Services (SHARS) program. tasb.org/specialeducation

SPRING WORKSHOPS
Spring Workshops are offered throughout Texas in conjunction with education service centers (ESCs), state colleges and universities, and area school boards associations. Timely topics are selected by area school board members and conducted by a mix of TASB staff, legal professionals, ESC staff, board members, and university staff. LTS.tasb.org/events

TASB RISK MANAGEMENT FUND MEMBERS’ CONFERENCE
The TASB Risk Management Fund hosts an annual spring conference, free to Fund members, featuring a keynote speaker, a networking reception, and numerous risk management training sessions. During the conference, held in March or April, Fund Innovation Awards are presented and coverage credit drawings are held. tasbrmf.org
POST-LEGISLATIVE CONFERENCE
The Post-Legislative Conference is conducted by Governmental Relations staff in years that the Legislature meets. Its purpose is to provide major highlights of the legislative session and to discuss changes that may affect school districts. Expert briefings on major legislation in the area of public education are provided. The TASB Legislative Summary, offering interpretation on the latest education laws, is posted online after the conference. gr.tasb.org

SUMMER LEADERSHIP INSTITUTE
The annual Summer Leadership Institute (SLI), held in June at two different locations, constitutes TASB’s flagship training conference. Each location features the same general session speakers and a nearly identical program. Sessions cover current practices and key concerns facing Texas school districts, as well as in-depth sessions designed specifically for newly elected board members and board presidents. LTS.tasb.org/events

TASB RISK MANAGEMENT FUND COMMUNITY COLLEGE SYMPOSIUM
The Fund hosts an annual Community College Symposium to address a variety of risk management challenges that colleges face. tasbrmf.org
DELEGATE ASSEMBLY
The Delegate Assembly is held in conjunction with the TASA/TASB Convention. The Assembly is the foundation of TASB’s governance structure. Delegates from each school board help set the course for the Association for the coming year. delegate.tasb.org

LEGAL SEMINARS
During the late fall in locations across the state, Legal Services hosts Legal Seminars, featuring in-depth training on timely legal topics for both new and experienced trustees. The School Law Basics course for new board members is offered during these seminars. legal.tasb.org/training

TASA/TASB ANNUAL CONVENTION
Since 1960, the Texas Association of School Administrators (TASA) and TASB have partnered to bring school board members and school administrators the state’s premier education-related convention. The TASA/TASB Convention offers training sessions on successful district initiatives, key concerns, and best practices, nationally recognized keynote speakers, a tradeshow with hundreds of exhibitors, field trips, a seminar designed for small school districts, an interactive 21st-century classroom exhibit, and an opportunity to network with more than 6,000 public school officials. tasa.tasb.org

TASB CONFERENCE FOR ADMINISTRATIVE PROFESSIONALS
Previously known as the TASB Superintendent Secretary Training Conference, this event offers training designed especially for district administrative support personnel, including sessions on legal, policy, and personnel issues and other topics of interest. The conference is held in October and repeats in February. admintraining.tasb.org
LEGAL SEMINARS
In-depth training offered through Legal Seminars begins in the fall and continues early the next year, culminating with the Winter Governance and Legal Seminar. legal.tasb.org/training

GRASSROOTS MEETINGS
Grassroots meetings are held across the state in even-numbered years, when the Legislature is not in session. School board members provide input about which issues TASB should pursue as Advocacy Priorities in the coming legislative session. Also, each region elects representatives to TASB’s Legislative Advisory Council, which compiles the proposed priorities for recommendation to the TASB Board. TASB also solicits proposals for Advocacy Resolutions that guide the TASB Board, staff, and members in reacting to issues that may arise before the Legislature. gr.tasb.org

TASA/TASB LEGISLATIVE CONFERENCE
In March of legislative session years, Governmental Relations (GR) works with the Texas Association of School Administrators to host the Legislative Conference in Austin. The conference provides an opportunity for school leaders to get to know legislators and learn about hot issues and possible consequences of pending legislation. Presenters include Capitol insiders and GR staff who keep an eye on issues affecting public schools. In the afternoon, conference attendees are encouraged to visit their legislators at the Capitol. gr.tasb.org

TASB CONFERENCE FOR ADMINISTRATIVE PROFESSIONALS
This event, held each October, repeats in February. Training is designed especially for administrative support personnel. admintraining.tasb.org

WINTER GOVERNANCE AND LEGAL SEMINAR
The Winter Governance and Legal Seminar offers a strand of sessions designed for small school districts as well as focused training on timely and relevant topics for new or experienced board members. Attendees have the unique opportunity to hear a panel of Texas high school students, spend one-on-one time with topic experts, and get to know trustees from other districts in an informal atmosphere. LTS.tasb.org/events
For information, training, and specialized services...
Contact Information

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New Board Member’s Resource Guides ............................... 800.580.8272  
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Online Learning Center ....................................................... 800.580.8272  
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