



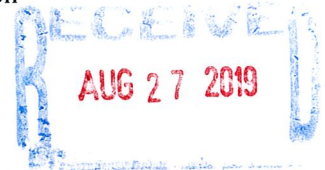
Connecticut Association of Boards of Education, Inc.

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August 2019

TO: Chairmen and Superintendents in CABA Member Boards of Education
CABA Board of Directors, Education Affiliate Members, and RESCs

FROM: Robert Mitchell, President, CABA
Robert Rader, Executive Director, CABA



RE: **CABA Board Recognition Awards**

If you have received a CABA Board Recognition Award in the past, make sure to apply again this year! If you haven't ever submitted an application for the Board Recognition Award, there is no time like the present. Get your Board the recognition it deserves for all its hard work!

The CABA Board Recognition Awards are designed to recognize boards which provide effective leadership to their districts through the use of best practices. This program, which acknowledges the importance of school board members and superintendents working together as **effective teams**, strengthens public education in Connecticut and across the country.

The Board Recognition Awards Level One and Level Two:

- **CABA Board Leadership Award – Level One** boards need to fulfill 22 of the 36 criteria, with at least three completed in each of the following areas: board leadership/student achievement, board member professional development, policy, community relations, and related organizational leadership.
- **CABA Board of Distinction Award – Level Two** recognizes Boards which are truly exemplary. To be eligible for this higher level of the award, the Board must have achieved Level One distinction at least **twice** in the past **four** years. Boards must achieve at least **two** Level Two items in each Level Two category to receive this award.

An optional question in Level One and Level Two asks what makes your Board's leadership especially effective. These responses will be printed in the *CABA Journal*.

The Awards will be presented at the CABA/CAPSS Convention over the course of several General Sessions at the Mystic Marriott Hotel in Groton. Photos will be taken after the General Session at which the award is presented.

Board Chairs and Superintendents from winning districts will be notified by email the week of October 7.

Districts receiving the award for the first time will receive a plaque. In years following, plates for the plaque will be provided. Winning districts will also be honored for one year on a plaque that is displayed in the Leonard Rovins Conference Room in the CABA Office and will be recognized in the December *CABA Journal*.

DEADLINE for Submission: October 4, 2019



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

CABE believes that Boards of Education and Superintendents which exhibit the most effective leadership are characterized by their ability to work together as "teams." The **CABE Board Recognition Awards** are designed to recognize Boards which work effectively in this manner. Boards which fulfill 22 of the following 34 Level One criteria, including a minimum of three in each area, will earn the Level One **CABE Board Leadership Award**.

In order to appropriately recognize those Boards which are truly exemplary, CABE has now established a second level of awards, the **Board of Distinction Award**. Only Boards which have achieved Level One distinction at least twice in the prior four years are eligible to receive the **Board of Distinction Award**. Boards must achieve at least two Level Two items in each Level Two category to receive this award.

All awards are presented at the CABE/CAPSS Convention.

Please respond to the criteria requested on this form and send your information, with supporting data, to CABE when you believe your Board has earned a Leadership Award or a Board of Distinction Award. If you have any questions, need further information, or require help in satisfying any of the criteria, please contact us for assistance.

Deadline for submission is: **October 4, 2019**.

REQUIRED CRITERIA

1. Board Leadership/Student Achievement Level One (minimum of three)

- A. The Board has developed district goals for this year. *(provide copy of goals)*
- B. The Board has conducted a self-evaluation and developed a plan for improvement in the past 12 months. *(provide copy of plan or descriptive narrative)*
- C. The Board has conducted a superintendent evaluation in past 12 months.
- D. The Board monitors its performance against a Board of Education code of conduct. *(provide copy of code)*
- E. The Board has conducted meetings pursuant to Board policy.
- F. The Board has established a calendar to ensure all responsibilities are conducted in timely manner. *(provide copy of meeting calendar)*
- G. The Board ensures that student voice is part of its decision-making process. *(provide bylaws that allow for student voice)*
- H. The Board models civil discourse while conducting Board business. *(provide examples)*
- I. The Board conducts orientation for new Board members. *(provide agenda or bylaws)*

Level Two (minimum of two)

- A. The Board of Education works to improve student achievement. *(provide description)*
- B. The Board relates the mission statement and goals to agenda items. *(provide examples)*

- C. The Board supports the appropriate use of technology in educational programming. *(provide examples)*
- D. The Board uses data to make informed decisions regarding student achievement. *(provide examples)*

2. Board Member Professional Development Level One (minimum of three)

- A. A majority of Board members have taken part in workshops or other in-service training during the last year. *(provide list of workshops and/or in-service training)*
- B. The Board provides adequate funds to permit Board members to take part in training. *(provide budget or listing for Board professional development)*
- C. A majority of the Board attended the CABE/CAPSS Convention in the last 12 months. *(provide list of Convention participants)*
- D. A majority of the Board participated in the CABE Board Member Academy in the last 12 months. *(provide list of programs and board members who attended)*
- E. The Board has used a CABE facilitator or other outside group for Board workshop/retreat in last 12 months. *(provide agenda)*
- F. New Board members are provided orientation, including attending CABE New Board Member Orientation. *(provide list of 2017-2018 participants)*
- G. At least one Board member has participated in the CABE Leadership Institute during this year. *(provide names of participants)*



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

Level Two (minimum of two)

- A. The Board has developed district goals and reviews them on a regular basis. *(provide examples)*
- B. At least 2 members of the Board have participated in the CABE Leadership Institute. *(provide names of participants)*
- C. The Board has incorporated Board professional development into policy. *(provide examples)*
- D. The Board holds a retreat outside of a regular meeting with a component offering professional development. *(provide copy of agendas)*

3. Policy

Level One (minimum of three)

- A. The Board has developed and adhered to procedure for policy review. *(provide procedure)*
- B. The Board has a regular process for reviewing policies every three years.
- C. The Board uses CABE or a similar policy update service to ensure that policies remain current.
- D. The Board has adopted all required policies.
- E. The Board has reviewed appropriate policies as law and regulations have changed.
- F. The Board relies on policies as "living documents," by referring to them at Board meetings or in Board agendas.
- G. The Board provides the district policy manual in a searchable online version. *(provide URL)*

Level Two (minimum of two)

- A. The Board relates applicable agenda items to appropriate policies. *(provide sample agendas that show this practice)*
- B. Policy discussions are a regular part of Board meetings. *(provide agendas where this takes place)*

4. Community Relations

Level One (minimum of three)

- A. The Board has clear, written policies on Community-Board Relations. *(provide copy)*
- B. The Board provides opportunities for appropriate participation at meetings by members of the community. *(provide copies of two recent agendas)*
- C. The Board seeks active community involvement with the schools. *(provide examples)*
- D. The Board demonstrates cooperation with news media. *(describe)*
- E. The Board promotes the school system to the public. *(provide copies of information disseminated)*
- F. The Board disseminates information to the public on its decisions in a unified, timely manner. *(provide copy of information provided)*

Level Two (minimum of two)

- A. The Board sponsored a community-wide discussion of issues (courageous conversations, community conversations, CABE Equity Toolkit, etc.) during the past year. *(provide agenda and report the end results of the program)*
- B. The Board has successfully worked with other community leaders. *(provide description and/or supporting documentation)*
- C. The Board works with the community's local cable access channel. *(provide description)*
- D. The Board works with other Boards of Education. *(provide description)*

5. Related Organizational Leadership

Level One (minimum of three)

- A. A Board member serves on the CABE Board of Directors. *(provide name)*
- B. One or more Board members are active participants in the Convention Committee, CABE Government Relations Committee, Resolutions Committee or Federal Relations Network. *(provide name(s))*
- C. One or more Board members actively serve on a RESC Board. *(provide name(s) and RESC)*
- D. One or more Board members participated in the NSBA Convention, CUBE or other NSBA-sponsored activity in the last 12 months. *(provide name(s))*
- E. One or more Board members have participated in the CABE Delegate Assembly or Day-on-the-Hill in last 12 months. *(provide name(s))*
- F. The Board has submitted a resolution to CABE for consideration by the CABE Delegate Assembly in last two years. *(provide resolution(s))*
- G. The Board ensures that all collective bargaining agreements and the superintendent's contract are sent in a timely manner to CABE's Negotiations Service. *(provide date information sent)*

Level Two (minimum of two)

- A. Representatives of the Board presented a workshop related to a district initiative at the annual CABE/CAPSS Convention or NSBA Convention. *(provide a copy of any handouts and presentation materials)*
- B. The Board has sponsored a Legislative Breakfast or some other legislative event. *(provide invitation or agenda)*
- C. The Board works closely with its local legislative delegation to improve the schools. *(provide description)*
- D. The Board sponsors an annual area meeting. *(provide agenda)*

