



Board Member Certification

Ongoing professional development for school board members is vital to maximize their contribution to the school board and superintendent governance team. Each June at the Leadership Summit, MSBA recognizes school board members for continuing their learning beyond the state-required CBM Essential Training for new board members. Applications may be submitted at any time, but are due no later than May 1. Requirements for the three levels of certification are listed below.

| |
|---|
| Advanced |
| Master |
| Distinguished |
| Forms and Resources |
| <ul style="list-style-type: none"> • Earn Essential certification <i>(New Board member requirement.)</i> • Earn 12 additional credits with four in one study strand • Attend two MSBA core meetings; at least one in year of application • Read two books related to educational or board governance topics from the MSBA approved list; at least one in the study strand • Write a brief, two to three page reflection paper discussing a topic from the study strand in the context of your district and board service <p>The application and related documentation that is required for each level of certification is located in the Forms and Resources section of this page.</p> |

Contact

Leadership Development Department

Phone: 800-221-6722, ext. 329

Email: training@msbanet.org



Missouri School Boards' Association

Application for Advanced Board Member Certification

Please complete the following information and return to *MSBA, 2100 I-70 Drive Southwest, Columbia, Missouri 65203*. You may submit an application any time, but it **must be received in the MSBA office by May 1** in order to be recognized at the MSBA Leadership Summit in June. Questions? Call Debby Duermeier at 800-221-6722 ext. 329, or email training@msbanet.org

Name: _____

District: _____

(Correct spelling of name & district as they should appear on award.)

_____ I have completed the MSBA CBM Essential certification.

_____ I chose this study strand:

Student Achievement

Board Operations and Governance

School Law and Finance

Contemporary Issues in Education

_____ I have accumulated at least 28 total CBM credits. (16 credits include MSBA's Essential CBM training that fulfills Missouri's mandatory certification requirement; at least 4 of the remaining credits are in my chosen study strand). Credit requirements are listed below.

_____ I attended two core meetings (at least one core meeting within the year of this application). See list of core meetings at the end and provide details below.

Meeting/Date: _____

Meeting/Date: _____

_____ I read two books related to education or board governance topics. At least one of the two books is within my chosen study strand. See additional book requirements below.

Title: _____

Title: _____

_____ I have attached a two- to three-page reflection paper discussing a topic from my study strand in the context of my own district and my own board service.

Core Meetings: MSBA/CES events: Regional Meetings, Annual Conference, Safe Schools Conference, Legislative Forum, Delegate Assembly, School Board Advocacy Network, Leadership Summit; and NSBA events: Annual Conference, Federal Relations Network.

Book Requirement: One of the two books read for the Advanced reading requirement must be within the study strand. Books must pertain to education or to board governance, must be authored in the last ten years, and must be at least 100 pages in length. Books must be selected from the "Booklist for Board Members" located on the MSBA website under Board Development. Exceptions are by advance permission only.

Credit Requirement: Strand credit is awarded for participation in MSBA events such as conference concurrent sessions. Up to two credits may be earned by reading one or two additional books above the reading requirement. Attach the Credit Form for Additional Reading found on the MSBA website under Board Development. One credit may be earned by attending two board meetings in other districts during the year of your application and completing the Credit Verification Form for each meeting, available on the MSBA website. Strand credits are also earned for participation in Delegate Assembly, online training, whole board workshops, board self-evaluation and webinars.



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| |
|--|
| Advanced |
| Master |
| Distinguished |
| Forms and Resources |
| <ul style="list-style-type: none"> • Earn Essential and Advanced certification • Earn 12 additional credits with six in one study strand • Attend two MSBA core meetings; at least one in year of application • Read two books related to educational or board governance topics from the MSBA approved list; both in the study strand • Write a brief, two to three page reflection paper discussing a topic from the study strand in the context of your district and board service <p>The application and related documentation that is required for each level of certification is located in the Forms and Resources section of this page.</p> |

Contact

Leadership Development Department

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Email: training@msbanet.org



Missouri School Boards' Association

Application for Master Board Member Certification

Please complete the following information and return to *MSBA, 2100 I-70 Drive Southwest, Columbia, Missouri 65203*. You may submit an application any time, but it **must be received in the MSBA office by May 1** in order to be recognized at the MSBA Leadership Summit in June. Questions? Call Debby Duermeier at 800-221-6722 ext. 329, or email training@msbanet.org

Name: _____

District: _____
(Correct spelling of name & district as they should appear on award.)

_____ I have completed the MSBA CBM Essential certification.

_____ I have completed the MSBA CBM Advanced certification.

_____ I chose this study strand:

Student Achievement

Board Operations and Governance

School Law and Finance

Contemporary Issues in Education

_____ I have accumulated at least 40 total CBM credits of which at least 6 credits are within my chosen Master study strand. (The 6 strand credits for Master certification are in addition to the 4 already acquired for Advanced.) Credit requirements are listed below.

_____ I attended two core meetings (at least one core meeting within the year of this application). See list of core meetings at the end and provide details below.

Meeting/Date: _____

Meeting/Date: _____

_____ I read two books related to education or board governance topics (in addition to the two for Advanced certification). Both books address topics within my chosen study strand. See additional book requirements below.

Title: _____

Title: _____

_____ I have attached a two- to three-page reflection paper discussing a topic from my study strand in the context of my own district and my own board service.

Core Meetings: MSBA/CES events: Regional Meetings, Annual Conference, Safe Schools Conference, Legislative Forum, Delegate Assembly, School Board Advocacy Network, Leadership Summit; and NSBA events: Annual Conference, Federal Relations Network.

Book Requirement: Both books for the Master reading requirement must be within the study strand. Books must pertain to education or to board governance, must be authored in the last ten years, and must be at least 100 pages in length. Books must be selected from the "Booklist for Board Members" located on the MSBA website under Board Development. Exceptions are by advance permission only.

Credit Requirement: Strand credit is awarded for participation in MSBA events such as conference concurrent sessions. Up to two credits may be earned by reading one or two additional books above the reading requirement. Attach the Credit Form for Additional Reading found on the MSBA website under Board Development. One credit may be earned by attending two board meetings in other districts during the year of your application and completing the Credit Verification Form for each meeting, available on the MSBA website. Strand credits are also earned for participation in Delegate Assembly, online training, whole board workshops, board self-evaluation and webinars.



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| |
|--|
| Advanced |
| Master |
| Distinguished |
| Forms and Resources |
| <ul style="list-style-type: none"> • Earn Essential, Advanced and Master certification • Earn 20 additional credits with at least six in one study strand • Attend two MSBA core meetings; at least one in year of application • Read one book in the study strand related to an educational or board governance topic; complete Reflection Form • Observe a school board meeting in two other districts; submit observation form and agenda for each • Verify completion of at least eight activities in at least two of categories of Leadership, Advocacy, Presentation and provide verification. The activities must have occurred within the most recent 3 consecutive years of your board service unless otherwise noted. <p>Leadership</p> <ul style="list-style-type: none"> • Serve as MSBA Board of Directors representative for at least one year; attend entire meeting for at least 75% of the meetings • Fulfill responsibilities as an officer of your local board for at least one year |



Missouri School Boards' Association

Application for Distinguished Board Member Certification

Please complete the following information and return to *MSBA, 2100 I-70 Drive Southwest, Columbia, Missouri 65203*. You may submit an application any time, but it **must be received in the MSBA office by May 1** in order to be recognized at the MSBA Leadership Summit in June. Questions? Call Debby Duermeier at 800-221-6722 ext. 329, or email training@msbanet.org

Name: _____

District: _____

(Correct spelling of name & district as they should appear on award.)

_____ I have completed the MSBA CBM Essential certification.

_____ I have completed the Advanced CBM certification.

_____ I have completed the Master CBM certification.

_____ I chose this study strand:

Student Achievement

Board Operations and Governance

School Law and Finance

Contemporary Issues in Education

_____ I have accumulated at least 60 total CBM credits of which at least 6 credits are within my chosen Distinguished study strand. (The 6 strand credits for Distinguished certification are in addition to the 10 already acquired for Advanced and Master certification.) Credit requirements are listed below.

_____ I observed a school board meeting in two other districts and I provided a copy of the meeting agenda and Board Meeting Observation Form for each meeting. The form is available on the MSBA website.

_____ I attended two core meetings (at least one core meeting within the year of this application.) See list of core meetings at the end and provide details below.

Meeting/Date: _____

Meeting/Date: _____

_____ I have read a book related to my study strand from the approved reading list, and have completed the Book Reflection Form, available on the MSBA website. Additional book requirements are listed below.

_____ I have completed at least eight activities in at least two of the categories of Leadership, Advocacy and Presentations within the most recent three consecutive years of my board service. Use the Documentation of Activities form available on the MSBA website to provide required information. You may submit this form every time you complete an activity, or submit all at once with this application.

Core Meetings: MSBA/CES events: Regional Meetings, Annual Conference, Safe Schools Conference, Legislative Forum, Delegate Assembly, School Board Advocacy Network, Leadership Summit; and NSBA events: Annual Conference, Federal Relations Network.

Book Requirement: The book read for the Distinguished reading requirement must be within the chosen study strand. The book must pertain to education or to board governance, must be authored in the last ten years, and must be at least 100 pages in length. The book must be on the approved booklist on the MSBA website. Prior approval must be obtained for books not on the booklist.

Credit Requirement: Strand credit is awarded for participation in MSBA events such as conference concurrent sessions. Up to two credits may be earned by reading one or two additional books above the reading requirement. Attach the Credit Form for Additional Reading found on the MSBA website under Board Development. One credit may be earned by attending two board meetings in other districts during the year of your application and completing the Board Meeting Observation Credit Form for each meeting, available on the MSBA website. Strand credits are also earned for participation in Delegate Assembly, online training, whole board workshops, board self-evaluation and webinars.