

1 **Education and Workforce Development Cabinet**

2 **Kentucky Board of Education**

3 **Department of Education**

4 **(Amendment)**

5 **702 KAR 1:115. Annual in-service training of district board members.**

6 RELATES TO: KRS [~~156.031,~~] 160.180

7 STATUTORY AUTHORITY: KRS 156.070, 160.180

8 NECESSITY, FUNCTION, AND CONFORMITY: [~~KRS 156.031 requires that administrative~~  
9 ~~regulations relating to statutes amended by the 1990 Kentucky Education Reform Act be reviewed,~~  
10 ~~amended if necessary and resubmitted to the Legislative Research Commission prior to December~~  
11 ~~30, 1990; and~~] KRS 160.180(5) provides that all local school board members shall complete an  
12 established number of hours of in-service training annually, based on the number of years of  
13 experience, and that the Kentucky Board of Education [~~State Board for Elementary and Secondary~~  
14 ~~Education~~] shall identify the criteria for fulfilling such requirements. This administrative regulation  
15 establishes standards for the annual in-service training of district board members.

16 Section 1. Content of training. (1) The [~~annual~~] in-service requirements for all district school  
17 board members set forth in KRS 160.180(5) shall include [~~be as follows~~]:

18 (a) [~~(1)~~] Three (3) [~~Twelve (12)~~] hours of school finance training **annually**, one (1) hour of ethics  
19 training **annually**, and one (1) hour of superintendent evaluation training **annually** for school  
20 board members with zero to three (3) years of experience. School board members with zero to  
21 three (3) years of experience shall acquire the remainder of their hours in these topics or topics  
22 listed in Section 2(1)(b) of this administrative regulation.

1 (b) [(2)] Two (2) [Eight (8)] hours of school finance training **annually**, one (1) hour of ethics  
 2 training **annually**, and one (1) hour of superintendent evaluation training **annually** for school  
 3 board members with four (4) to seven (7) years of experience.

4 (c) [(3)] One (1) hour of school finance [Four (4) hours] training **annually**, one (1) hour of ethics  
 5 training **annually**, and one (1) hour of superintendent evaluation training **biennially** for school  
 6 board members with eight (8) or more years of experience.

7 ~~[(4)(a) Newly appointed or elected school board members who take office after June 30th of a~~  
 8 ~~particular year shall be entitled, upon appropriate request, to an extension of time under Section 5~~  
 9 ~~of this administrative regulation within which to acquire a maximum number of unacquired hours~~  
 10 ~~equal to the difference between the required number of hours and one (1) hour per month for each~~  
 11 ~~full month actually served during the year, and such extensions shall extend no longer than through~~  
 12 ~~the remainder of the term being served or the next two (2) calendar years, whichever is longer.~~

13 ~~(b) Newly appointed or elected members who take office prior to July 1, but on or after March 1,~~  
 14 ~~of a particular year may be granted an extension of time under Section 5 of this administrative~~  
 15 ~~regulation, in appropriate cases and for an appropriate period of time not to exceed two (2)~~  
 16 ~~calendar years, within which to obtain the balance of any required, but unacquired in-service hours~~  
 17 ~~for the initial year of new service. Any such extension to acquire hours shall not exceed the~~  
 18 ~~difference between the required number of hours and one (1) hour per month for each full month~~  
 19 ~~actually served during the year.]~~

20 (2) For board members with four (4) or more years of experience, the remaining hours of required  
 21 training [Section 2. The topics relating to the responsibilities of board members] may include but  
 22 not be limited to the following subjects:

23 (a) [(1)] The basic role and responsibility of the district board and its members;

1 **(b) Curriculum and instruction** [~~(2) Instructional programs~~];

2 (c) [~~(3) District finance~~];

3 [~~(4) Relations with superintendent and staff~~;

4 (d) [~~(5) School law~~]; and

5 (e) [~~(6) Community relations~~].

6 (3) To qualify toward meeting the in-service board member training requirements of KRS

7 160.180(5) and this administrative regulation, the required training activity shall not:

8 (a) be the regular work of the board, such as the attendance of meetings or the conduct of hearings;

9 (b) be irrelevant to the pertinent knowledge and skills of board membership; or

10 (c) be a public relations or social activity, such as graduation or other student events.

11 Section 2 [3]. Providers of training. (1)(a) The Kentucky School Boards Association (KSBA) shall

12 be [~~is recognized as~~] the provider of eight (8) hours of district board member in-service training for

13 board members who are required to obtain twelve (12) hours annually. Board members with zero

14 to three (3) years of experience may acquire **the remaining** four (4) hours of their training from

15 either the KSBA or the providers described in subsection 2 of this section. Board members with

16 more than four (4) years of experience may acquire their hours from the KSBA or the providers

17 described in subsection 2 of this section. [~~This arrangement equates to the KSBA being the~~

18 ~~provider of thirty two (32) of the forty eight (48) hours required during the four (4) year period for~~

19 ~~new board members.]~~

20 (b)[~~New, inexperienced board members shall be exposed to basic information and skills that make~~

21 ~~them informed and effective board members. Topics that new, inexperienced board members shall~~

22 ~~acquire hours in shall be offered annually by] The KSBA shall offer training on eight (8) of the~~

1 eleven (11) following [from the following list of] topics annually and shall offer training on all  
2 eleven (11) topics at least once during every twenty-four (24) month period:

3 1. School law;

4 2. School finance;

5 3. Community relations;

6 4. Policy development;

7 5. Personnel relations;

8 6. **Curriculum and instruction** [~~Instructional programs~~];

9 7. Superintendent/board relations;

10 8. Goal setting/decision making;

11 9. Employment and evaluation of the superintendent;

12 10. Educational services provided for the exceptional, gifted and other special population children;

13 and

14 11. Ethics.

15 (c) The KSBA shall coordinate with the chief state school officer annually to develop an in-service  
16 training plan for approval by the Kentucky Board of Education on or before November 1 of each  
17 year for use in the following calendar year. In-service training for district board members shall be  
18 provided at a minimum of five (5) geographic locations, on a variety of dates. [KSBA shall offer  
19 hours in at least seven (7) of the ten (10) topics listed in paragraph (b) of this subsection annually.  
20 No topic shall be made available less frequently than once in every twenty four (24) month  
21 period.]

22 [~~(d) Board members in the zero to three (3) year experience period shall be allowed a maximum of~~  
23 ~~four (4) hours per year, or sixteen (16) hours for the four (4) year period, as flexible hours of in-~~

1 service. If board members in this category opt to get all of their hours through the KSBA, then they  
 2 shall have KSBA credit them for these hours. If they acquire a portion or all of the sixteen (16)  
 3 flexible hours through sources other than KSBA, then they shall get credit through their own  
 4 school board's action at a board meeting, and a copy of that record shall be sent to KSBA so that  
 5 proper credit can be given.]

6 **(2) Training providers, other than the KSBA, including the Prichard Committee, the Kentucky**  
 7 **Education Association, the Kentucky Association of School Councils, the Kentucky PTA, the**  
 8 **Kentucky Association of School Superintendents, the Kentucky Association of School**  
 9 **Administrators, and any other provider, shall only provide training through courses:**

10 **(a) that are customized for board members;**

11 **(b) that are approved by the department; and**

12 **(c) that are in compliance with the requirements of this administrative regulation.** [Those

13 district board members in the four (4) to seven (7) years experience category may acquire their  
 14 hours anywhere, through any source they desire. If they obtain their hours through any source other  
 15 than the KSBA, they shall have local board approval and send a copy of the record (board minutes)  
 16 to KSBA.]

17 **(3)(a) If board members opt to get all of their training hours through the KSBA, then they shall**  
 18 **have KSBA credit them for these hours. If they obtain hours through any source other than the**  
 19 **KSBA, they shall have local board approval and send a copy of the record (board minutes) to**  
 20 **KSBA. If they acquire training hours through the other approved providers described in subsection**  
 21 **2 of this section, then a copy of proof of attendance including a recitation of the time, date,**  
 22 **location, and description of the in-service training shall be sent by the course provider to**  
 23 **KSBA within two (2) weeks of completion of the training so that proper credit can be given.**

1 (b) The KSBA shall combine such hours with hours of in-service training received through KSBA  
 2 training activities. These records shall be submitted **annually by the KSBA** to the Kentucky Board  
 3 of Education.

4 (c) Each provider of training hours shall conduct an evaluation of each training course, which is  
 5 offered by the provider during a calendar year and submitted by a local board member for training  
 6 hours credit under this administrative regulation, and compile responses to be submitted to the  
 7 KSBA **within sixty (60) days of completion of the training.**

8 [~~Those board members in the eight (8) or more years experience category are subject to subsection~~  
 9 ~~(2) of this section].~~

10 [~~(4) As the approved provider, the KSBA shall, in cooperation with the chief state school officer,~~  
 11 ~~annually develop an in-service training plan for approval of the State Board for Elementary and~~  
 12 ~~Secondary Education. In-service training for district board members shall be provided at a~~  
 13 ~~minimum of five (5) geographic locations, on a variety of dates.]~~

14 [~~(5) The local district board of education shall by board action certify completion of all qualifying~~  
 15 ~~flexible hours of in-service training in writing to KSBA, which shall combine such hours with~~  
 16 ~~hours of in-service training received through its approved activities. The certification to KSBA~~  
 17 ~~shall include a description of the time, date, location, and description of the in-service training.~~  
 18 ~~These records shall be submitted annually to the State Board for Elementary and Secondary~~  
 19 ~~Education].~~

20 Section 3 [4]. Failure to acquire training. Subject to extensions granted under Section (4) [~~5~~] of this  
 21 administrative regulation, the names of all district school board members who fail to complete the  
 22 required [~~hours of~~] in-service training set forth in KRS 160.180(5) and this administrative

1 regulation shall be transmitted by the department [~~Department of Education~~] to the Attorney  
2 General.

3 Section (4) [~~5~~]. Extension of time. (1) The Kentucky Board of Education may grant newly  
4 appointed or elected school board members who take office after June 30th of a particular year an  
5 extension of time within which to acquire a maximum number of unacquired hours equal to the  
6 difference between the required number of hours and one (1) hour per month for each full month  
7 actually served during the year, and such extensions shall extend no longer than through the  
8 remainder of the term being served or the next two (2) calendar years, whichever is longer.  
9 (2) The Kentucky Board of Education may grant newly appointed or elected members who take  
10 office prior to July 1, but on or after March 1, of a particular year an extension of time, for an  
11 appropriate period of time not to exceed two (2) calendar years, within which to obtain the balance  
12 of any required, but unacquired in-service hours for the initial year of new service. Any such  
13 extension to acquire hours shall not exceed the difference between the required number of hours  
14 and one (1) hour per month for each full month actually served during the year.

15 (3) The Kentucky Board of Education [~~State Board for Elementary and Secondary Education~~], in  
16 cases of emergency, may grant an extension of time within which a local board member shall  
17 complete the required hours of in-service training. Such extensions may include true emergencies  
18 for board members serving less than a full year, based upon reasons other than merely less than a  
19 full year's service. (11 Ky.R. 351; eff. 9-11-84; Am. 13 Ky.R. 940; eff. 12-2-86; 14 Ky.R. 2214;  
20 eff. 7-21-88; 16 Ky.R. 195; 537; eff. 10-8-89; 17 Ky.R. 2017; eff. 2-7-91.)