

**KENTUCKY DEPARTMENT OF EDUCATION**  
**STAFF NOTE**

**Action/Discussion Item:**

2012 Report, 2012 Exceptions, and 2014 Plan as required by 702 KAR 1:115, Annual in-service training of district board members

**Applicable Statute or Regulation:**

KRS 160.180 (with references to KRS 156.031; KRS 156.070)

**Action Question:**

Should the Kentucky Board of Education (KBE):

- 1) accept the 2012 District Board Member In-Service Training Report;
- 2) grant an extension of time to complete the 2012 requirements to board members appointed after March 1, 2012 who did not complete the 2012 requirements; and
- 3) approve the 2014 In-Service Training Plan?; and,
- 4) identify local board members who were not granted extensions and warn them of referral to OAG if hours not satisfied by mid-summer

**History/Background:**

***Existing Policy.*** Kentucky Revised Statute 160.180 requires that school board members complete annual (calendar year) in-service training. Twelve hours are required during each of the first four years of district board service; eight hours during each of the second four years; and four hours each year thereafter. The Kentucky School Boards Association (KSBA) collects and keeps corresponding records and is recognized as the provider of eight of the twelve hours required during each of the first four years of service. 702 KAR 1:115 requires the KSBA to submit to the Kentucky Board of Education for review and approval the following:

- in-service training records on an annual basis (Attachments A and B);
- request for an extension of time for completing required in-service training hours in individual cases where warranted (Attachments C, D and E);
- an annual in-service training plan (Attachment F).

These items are attached.

Additionally, the board needs to be aware that 702 KAR 1:115 says in Section 4: “Subject to extensions granted under Section 5 of this administrative regulation, the names of all district school board members who fail to complete the required hours of in-service training, shall be transmitted by the Department of Education to the Attorney General.”

**Staff Recommendation and Rationale:**

Staff recommends that the KBE accept the 2012 Report; grant the recommended extensions of time to complete 2012 training requirements, where appropriate; and approve the 2014 In-Service Training Plan.

Additionally, the board needs to, per 702 KAR 1:115, identify any local district board members, who were not granted an extension and failed to complete the required training, that should be notified of the date that their

names will be transmitted for action to the Attorney General by the department unless the training requirements are fulfilled immediately.

The recommendation is made because:

- The 2012 Report is complete and accurate and reflects in-service training offerings that comply with regulation specifications;
- The requests for extensions for board members needing additional time to complete 2012 requirements are justified and within the provisions of the statute.
- The recommended 2014 Plan meets and exceeds regulation specifications.
- The board must meet the requirements of 702 KAR 1:115 in regard to those who do not fulfill training requirements and were not granted an extension.

**Impact on Getting to Proficiency:**

Having well-trained and informed local board members is essential to supporting a high-functioning teaching and learning environment.

**Contact Person:**

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**Commissioner of Education**

**Date:**

June 2013

ATTACHMENT A

LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
**2012 SUMMARY REPORT**

		<b>Years Service</b>		
	<b>Total</b>	<b>0-3</b>	<b>4-7</b>	<b>8+</b>
<b>Hours Completed</b>	10,005.00	2,690.75	3,423.75	3,890.50
<b>Members</b>	869	176	255	438
<b>Minimum Hours Required per year</b>		12.00	8.00	4.00
<b>Hours Above Minimum</b>	4,277.75	653.25	1423.50	2201.00
<b>Members Above Minimum</b>	768	159	231	378

## ATTACHMENT B

### LOCAL SCHOOL BOARD MEMBERS 2012 KSBA TRAINING OFFERED

<b>Theme/Topics</b>	<b>Attendees</b>	<b>Hours</b>	<b>Location</b>	<b>Date(s)</b>
<b>Annual Conference</b>	976	11.50	Louisville	Feb 3-5
<b>Summer Leadership Institute</b>	180	6.25	Louisville	July 13-14
<b>Winter Symposium</b>	315	9.25	Lexington	Nov. 30–Dec. 1
<b>Bullying Prevention Symposium</b>	225	5.75	Richmond	May 19
<b>Coordinated School Health Symposium</b>	152	5.75	Lexington	June 25
<b>Regional Meetings</b>	625	1.50	12 Regions	Sept. – Oct.

#### **Current Topics:**

- Student Health & Wellness
- Board Leadership
- Truancy/Dropout Prevention
- Positive School Culture & Climate
- High Performing School Boards
- Communication Strategies
- All Students' Learning Achievement
- Board Member Basic Roles, Responsibilities & Law
- School Finance, Planning & Oversight
- Risk Management and Insurance
- Curriculum
- Technology Issues
- Special Education
- Gifted & Talented Programs
- School Safety; Student Discipline
- Exemplary (district) Programs
- Community & Student Involvement
- Facilities & Energy Management
- Superintendent Selection Process
- Planning Processes
- Equity Issues; Student Achievement Gap
- Teacher Quality
- Policy & Procedures
- Effective School Board Meetings
- Early Childhood Education
- Parent/Family/Community Involvement

#### **Level I Courses/Topics**

Your Association: What You Need to Know About KSBA & Its Services

Congratulations! You Made the Team

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions – Part 1

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions – Part 2  
Legal Orientation I

The Board's Policy Making Role

School Board Meetings

The Board's Role in Student Achievement

Staff/Media/Community Relations

Basic Risk Management for School Board Members

## **Level II Courses/Topics**

Leading Effective Meetings: A Board's Guide to Parliamentary Procedure

Finance II: Dollars & Sense – Budgetary Decisions, Requirements and Timelines

The Board Meeting as a Community Forum

School Safety & Discipline

Employee Relations/School Personnel

Superintendent Selection/Evaluation

Board/Superintendent Relations

Curriculum & Instruction

Student Assessment

School Facilities

Student Learning & Support Services

## **Level III Courses/Topics**

Finance III: Dollars & Decisions

A Look in the Mirror: Board Member Self-Evaluation

When Pigs Fly: Promoting Student Achievement to the Community

Legal Issues

Student Health & Wellness

Leadership Through Teamwork

Curriculum & Instruction

School & District Improvement Plans

Liability Issues & Insurance

Legislative Issues/Current Topics

## **Level IV Courses/Topics**

If You Tell It, They Will Come: Marketing Your District's Success Stories

Risk Management Case Studies

## **Level V Courses/Topics**

The Perfect Interview

Exemplary Leadership Strategies

Advanced Risk Management for School Board Members

## **Whole Board Team Training (on request)**

## **KSBA-provided Self-Study Packets (on request)**

LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
**2012 REQUIREMENTS NOT MET  
SUMMARY**

<u>Years Service</u>	<u>0-3</u>	<u>4-7</u>	<u>8+</u>	<u>Total</u>
Minimum Hours Required	12.00	8.00	4.00	n/a
Members Below Minimum	19.00	18.00	30.00	67.00
Hours Completed	126.50	104.25	53.50	284.25
Additional Hours Required	101.50*	39.75^	66.50 <sup>x</sup>	207.75

\*Includes members who:

- were appointed to fill a vacancy after March 1, 2012 (32.75 hours)
- did not comply with 702 KAR 1:115 (4.75 hours)
- were removed from office during 2012 (12.00 hours)
- resigned during 2012 before earning their minimum hours (24.00 hours)
- did not seek re-election and left office without earning their minimum hours (4.75 hours)
- were defeated in the November 2012 election (23.25 hours)

^Includes members who:

- resigned during 2012 before earning their minimum hours (2.00 hours)
- did not seek re-election and left office without earning their minimum hours (19.00 hours)
- died during 2012 (.50 hours)
- were defeated in the November, 2012 election (18.25 hours)

<sup>x</sup> Includes members who:

- were appointed to fill a vacancy after March 1, 2012 (4.00 hours)
- did not comply with 702 KAR 1:115 (2.00 hours)
- resigned during 2012 before earning their minimum hours (12.50)
- did not seek re-election and left office without earning their minimum hours (31.25 hours)
- were defeated in the November, 2012 election (16.75 hours)

# ATTACHMENT D

## LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2012 Requirements Not Met Detail

The following list identifies board members who were appointed to service after March 1, 2012 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	Total Hours Required	2012 Hours Earned	2012 Hours Still Needed
Scott Brown	Anderson	06/18/12	12.00	4.00	8.00
Ronald Savignano II	Beechwood	08/27/12	12.00	8.75	3.25
Robert Spenneberg	Carroll	08/28/12	12.00	10.25	1.75
Melissa Knight	Dawson Springs	10/23/12	12.00	11.75	.25
Alexander Tainsh	Gallatin	05/31/12	12.00	5.50	6.50
Debra Hood	Jessamine	10/04/12	12.00	4.75	7.25
Beth Brock	Madison	07/23/12	12.00	11.75	.25
Robert Roan #	Pineville	10/24/12	4.00	2.00	2.00
Melissa Garza	Silver Grove	11/19/12	12.00	9.25	2.75
Paula Jolley	Walton-Verona	10/12/12	12.00	9.25	2.75
Perry Elam #	Wayne	10/15/12	4.00	2.00	2.00

On behalf of these board members, KSBA requests an extension of time be granted for them to complete requirements as allowed by the provisions of 702 KAR 1:115. As of May 10, 2013, progress toward completing their 2012 requirements has been made.

# Members with previous terms of school board service

The following list identifies board members who were not appointed to service after March 1, 2012 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	2012 Hours Required	2012 Hours Earned	2012 Hours Still Needed
Jacqueline Hopkins	Augusta	01/01/99	4.00	2.00	2.00
William Shockney +	Southgate	01/10/11	12.00	7.25	4.75

+ Member previously received an extension from the KBE in June of 2012 for failing to obtain mandated training requirements in 2011.

**LOCAL SCHOOL BOARD MEMBERS  
2013 KSBA TRAINING OFFERINGS**

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>77<sup>th</sup> Annual Conference</b>	14.75	Louisville	Feb. 1-3
<b>Safe Schools &amp; Communities Conference</b>	7.50	Louisville	June 10-11
<b>Summer Leadership Institute</b>	7.25	Lexington	July 12-13
<b>Regional Meetings</b>	1.50	12 Regions	Sept.-Nov.
<b>Winter Symposium</b>	9.00	Louisville	December 6-7

**Current Topics:**

- School Board Finance
- Student Health & Wellness
- Board Leadership
- Truancy/Dropout Prevention
- Positive School Culture & Climate
- High Performing School Boards
- Communication Strategies
- All Students' Learning Achievement
- Board Member Basic Roles, Responsibilities & Law
- School Finance, Planning & Oversight
- Risk Management and Insurance
- Curriculum & Instruction
- Technology Issues
- Special Education
- Gifted & Talented Programs
- School Safety; Student Discipline
- Exemplary (district) Programs
- Community & Student Involvement
- Facilities & Energy Management
- Superintendent Selection Process
- Planning Processes (Goal Setting, Strategic Planning)
- Equity Issues; Student Achievement Gap
- Teacher Quality
- Policy & Procedures
- Effective School Board Meetings
- Early Childhood Education
- Parent/Family/Community Involvement
- Unbridled Learning Initiative Training (3 modules: "All Student's College and Career Ready", "Assessment for Next Generation Learners" and "Accountability for All")



- Teamwork
- Use of TELL Survey Data
- Board & Superintendent Relations
- School Board & School Council Roles and Relationships
- Board Self-Evaluation
- Board Member Ethics

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### **KSBA-provided Self-Study Packets (on request)**

**LOCAL SCHOOL BOARD MEMBERS  
2014 KSBA TRAINING OFFERINGS**

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>78<sup>th</sup> Annual Conference</b>	14.75	Louisville	Jan. 31 - Feb. 2
<b>Summer Leadership Institute</b>	7.25	Lexington	July 11-12
<b>Regional Meetings</b>	1.50	12 Regions	Sept.-Nov.
<b>Winter Symposium</b>	9.00	Louisville	Dec. 5 - 6

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- Board Self-Evaluation
- Board Member Ethics
- Superintendent Contract Basics
- Effective Superintendent Evaluations

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**KSBA-provided Self-Study Packets (on request)**

**KSBA Online Learning Center (anticipated launch in 2014)**