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POLICY & PROCEDURES SERVICES  
Dara Bass

**TO:** Alexander Tainsh, Gallatin County School Board

**FROM:** Kerri Schelling, Director of Board Team Development

**DATE:** March 25, 2013

**RE:** 2013 Record of Board Member In-Service Training,  
Academy of Studies Report and Notice of Pending  
Extension for 2012

*Kerri*

Enclosed please find two documents that will assist you in planning your continued professional development this year. The first is your most recent record of in-service training. By law, local board members in Kentucky are required to complete an established number of hours of in-service training annually as follows:

- Twelve (12) hours training for school board members with zero to three (3) years of experience.
- Eight (8) hours training for school board members with four (4) to seven (7) years of experience.
- Four (4) hours training for school board members with eight (8) or more years of experience.

**(Reference: 702 KAR 1:115. Annual in-service training of district board members; KRS 156.031, KRS 156.070, 160.180)**

Because you were appointed to the school board late in 2012 and had less than a full year to earn the required hours for last year, the Kentucky School Boards Association will apply for an extension on your behalf from the Kentucky Board of Education at their June, 2013 board meeting as allowed by regulation. I will send you a letter after the extension has been granted for your records.

The provisions of this extension mean that you will need to obtain a minimum of 36 training hours (12 for calendar year 2012, 12 for calendar year 2013 and 12 for calendar year 2014) by December 31, 2014.

The extension allows up to two calendar years following your appointment to earn the outstanding 2012 hours, **however, please note that to comply with the statute you must obtain a minimum of 12 hours each in 2013 and 2014.**

The second document is your most recent KSBA Academy of Studies Report. This report mirrors the Course Catalog you received earlier in the year and shows you which requirements you have met, when you met them and what courses to keep an eye out for in future training opportunities.

If you have questions or would like more information, I am available anytime at [kerri.schelling@ksba.org](mailto:kerri.schelling@ksba.org) or 800-372-2962 ext 1276.

cc: Superintendent  
File