

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 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. Hours of training. The annual in-service requirements for all district school board
17 members shall be as follows:

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

1 (4) One (1) hour training in ethics as provided by the Kentucky School Boards Association shall be
2 included as part of the annual in-service requirement for all district school board members.

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

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

17 Section 2. Topics of training. The topics relating to the responsibilities of board members may
18 include but not be limited to the following subjects:

- 19 (1) The basic role and responsibility of the district board and its members;
- 20 (2) Instructional programs;
- 21 (3) District finance;
- 22 (4) Relations with superintendent and staff;
- 23 (5) School law; and

1 (6) Community relations.

2 Section 3. Providers of training. (1)(a) The Kentucky School Boards Association (KSBA) is
3 recognized as the provider of eight (8) hours of district board member in-service training for board
4 members who are required to obtain twelve (12) hours annually. This arrangement equates to the
5 KSBA being the provider of thirty-two (32) of the forty-eight (48) hours required during the four
6 (4) year period for new board members.

7 (b) New, inexperienced board members shall be exposed to basic information and skills that make
8 them informed and effective board members. Topics that new, inexperienced board members shall
9 acquire hours in shall be offered annually by KSBA from the following list of topics:

- 10 1. School law;
- 11 2. School finance;
- 12 3. Community relations;
- 13 4. Policy development;
- 14 5. Personnel relations;
- 15 6. Instructional programs;
- 16 7. Superintendent/board relations;
- 17 8. Goal setting/decision making;
- 18 9. Employment and evaluation of the superintendent;
- 19 10. Educational services provided for the exceptional, gifted and other special population children;
- 20 and

21 (c) KSBA shall offer hours in at least seven (7) of the ten (10) topics listed in paragraph (b) of this
22 subsection annually. School finance shall be offered annually. No other topic shall be made
23 available less frequently than once in every twenty-four (24) month period.

1 (d) KSBA shall conduct an evaluation of each training course offered during the calendar year and
2 compile responses to be submitted to the Kentucky Board of Education by March 1 of the
3 following year.

4 (e[~~d~~]) Board members in the zero to three (3) year experience period shall be allowed a maximum
5 of four (4) hours per year, or sixteen (16) hours for the four (4) year period, as flexible hours of in-
6 service. Board members in the zero to three (3) year experience period shall be required to obtain a
7 minimum of three (3) hours per year of KSBA provided school finance training. If board members
8 in this category opt to get all of their hours through the KSBA, then they shall have KSBA credit
9 them for these hours. If they determine to acquire a portion or all of the sixteen (16) flexible hours
10 through sources other than KSBA, including the Prichard Committee, the Kentucky Education
11 Association, the Kentucky Association of School Councils, the Kentucky PTA, the Kentucky
12 Association of School Superintendents, the Kentucky Association of School Administrators, or any
13 other provider approved by the department, then they shall get credit through their own school
14 board's action at a board meeting, and a copy of that record shall be sent to KSBA so that proper
15 credit can be given.

16 (2) Those district board members in the four (4) to seven (7) years experience category shall be
17 required to complete a minimum of two (2) hours per year of KSBA provided school finance
18 training. They may acquire the remaining required [thei#] hours anywhere, through any source they
19 desire. If they obtain their hours through any source other than the KSBA, , including the Prichard
20 Committee, the Kentucky Education Association, the Kentucky Association of School Councils,
21 the Kentucky PTA, the Kentucky Association of School Superintendents, the Kentucky
22 Association of School Administrators, or any other provider approved by the department, they
23 shall have local board approval and send a copy of the record (board minutes) to KSBA.

1 (3) Those board members in the eight (8) or more years experience category shall be required to
2 complete a minimum of one (1) hour per year of KSBA provided school finance training [~~are~~
3 ~~subject to subsection (2) of this section~~]. They may acquire the remaining required hours through
4 the KSBA, the Prichard Committee, the Kentucky Education Association, the Kentucky
5 Association of School Councils, the Kentucky PTA, the Kentucky Association of School
6 Superintendents, the Kentucky Association of School Administrators, or any other provider
7 approved by the department. If they obtain their hours through any of these sources other than the
8 KSBA, they shall have local board approval and send a copy of the record (board minutes) to
9 KSBA.

10 (4) As the approved provider, the KSBA shall coordinate [~~in cooperation~~] with the chief state
11 school officer[;] annually to develop an in-service training plan for [~~the review and~~] approval by
12 [~~of~~] the Kentucky Board of Education [~~State Board for Elementary and Secondary Education~~] on
13 or before November 1 of each year for use in the following calendar year. In-service training for
14 district board members shall be provided at a minimum of five (5) geographic locations, on a
15 variety of dates.

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

22 Section 4. Failure to acquire training. Subject to extensions granted under Section 5 of this
23 administrative regulation, the names of all district school board members who fail to complete the

1 required hours of in-service training shall be transmitted by the Department of Education to the
2 Attorney General.

3 Section 5. Extension of time. The Kentucky Board of Education [~~State Board for Elementary and~~
4 ~~Secondary Education~~], in cases of emergency, may grant an extension of time within which a local
5 board member shall complete the required hours of in-service training. Such extensions may
6 include true emergencies for board members serving less than a full year, based upon reasons other
7 than merely less than a full year's service. (11 Ky.R. 351; eff. 9-11-84; Am. 13 Ky.R. 940; eff. 12-
8 2-86; 14 Ky.R. 2214; eff. 7-21-88; 16 Ky.R. 195; 537; eff. 10-8-89; 17 Ky.R. 2017; eff. 2-7-91.)