

KENTUCKY DEPARTMENT OF EDUCATION
STAFF NOTE

Action/Discussion Item:

2013 Report, 2013 Exceptions, and 2015 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 2013 District Board Member In-Service Training Report;
- 2) grant an extension of time to complete the 2013 requirements to board members appointed after March 1, 2013 who did not complete the 2013 requirements; and
- 3) approve the 2015 In-Service Training Plan?

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 and D);
- an annual in-service training plan (Attachments E and 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 2013 Report; grant the recommended extensions of time to complete 2013 training requirements, where appropriate; and approve the 2015 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 2013 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 2013 requirements are justified and within the provisions of the statute.
- The recommended 2015 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:

Ms. Mary Ann Miller
Policy Advisor, Commissioner's Office
KY Department of Education
(502) 564-3141
maryann.miller@education.ky.gov



Kerri Schelling, Director
Board Team Development
KY School Boards Association
(502) 695-4630 x 1276
kerri.schelling@ksba.org

Commissioner of Education

Date:

June 2014

ATTACHMENT A

LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2013 SUMMARY REPORT

		Years of Service		
	Total	0-3	4-7	8+
Hours Completed	10,511.05	4,226.20	3084.70	3200.15
Members	870.00	297.00	225.00	348.00
Minimum Hours Required per year		12.00	8.00	4.00
Hours Above Minimum	3,755.05	666.20	1284.70	1804.15
Members Above Minimum	797.00	276.00	209.00	312.00

ATTACHMENT B

LOCAL SCHOOL BOARD MEMBERS 2013 KSBA TRAINING OFFERED

Theme/Topics	Attendees	Hours	Location	Date(s)
Annual Conference	936	13.50	Louisville	Feb. 1 - 3
Summer Leadership Institute	257	7.25	Lexington	July – 12 - 13
Winter Symposium	204	9.0	Louisville	Dec. 6 - 7
Safe Schools & Communities Conference	330	7.50	Louisville	June 10 - 11
Regional Meetings	741	1.50	12 Regions	Sept. – Nov.

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

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
2013 REQUIREMENTS NOT MET
SUMMARY

<u>Years of 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	14.00	5.00	7.00	26.00
Hours Completed	98.75	24.00	8.25	131.00
Additional Hours Required	69.25*	16.00^	19.75 ^x	105.00

*Includes members who:

- were appointed to fill a vacancy after March 1, 2013 and served at least six months (20.00 hours)
- did not comply with 702 KAR 1:115 (11.00 hours)
- resigned during 2013 before earning their minimum hours (38.25 hours)

^Includes members who:

- did not comply with 702 KAR 1:115 (3.25 hours)
- resigned during 2013 before earning their minimum hours (12.75 hours)

^x Includes members who:

- did not comply with 702 KAR 1:115 (12.75 hours)
- resigned during 2013 before earning their minimum hours (7.00 hours)

ATTACHMENT D

LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2013 Requirements Not Met Detail

The following list identifies board members who were appointed to service after March 1, 2013 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	Total Hours Required	2013 Hours Earned	2013 Hours Still Needed
Kent Gordon	Ballard Co.	6/3	12.00	6.50	5.50
Bonita Carol Williams	Barbourville Ind.	7/15	12.00	6.00	6.00
Maria Brown	Boone Co.	9/16	12.00	8.25	3.75
Jesse Johnson	Boyle Co.	4/30	12.00	8.50	3.50
Cindy Cummins	Bracken Co.	6/11	12.00	7.00	5.00
Lisa Ramey-Easterling	Carter Co.	9/23	12.00	8.95	3.05
Susan Barton	Graves Co.	6/25	12.00	6.00	6.00
Gary Dearborn	Harrison Co.	10/31	12.00	1.50	10.50
Brenda DePriest	Jenkins Ind.	10/4	12.00	5.75	6.25
Butch Cecil	Marion Co.	10/31	12.00	8.25	3.75
Joyce Kelly	Robertson Co.	10/4	12.00	1.50	10.50

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 9, 2014, progress toward completing their 2013 requirements has been made.

The following list identifies board members who were not appointed to service after March 1, 2013 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	2013 Hours Required	2013 Hours Earned	2013 Hours Still Needed
Beth Edwardson	Allen Co.	01/01/09	8.00	7.75	.25+
Elizabeth Crowe	Berea Ind.	01/01/11	8.00	6.50	1.50+
Randy Sparks	Bourbon Co.	01/01/13	12.00	11.75	.25
Charles Price	Butler Co.	01/01/13	12.00	6.25	5.75+
Terry Bourland	Calloway Co.	01/01/99	4.00	3.00	1.00
Richard Smotherman	Calloway Co.	01/01/01	4.00	1.75	2.25
Drusilla Maiden	Carroll Co.	01/07/13	12.00	10.50	1.50
Jean Lee	Cloverport Ind.	02/24/12	12.00	11.50	.50
Mark Capps	Cumberland Co.	01/01/13	8.00	6.50	1.50*
Jon Bicknell	Estill Co.	01/01/11	12.00	11.00	1.00+
Jacqueline Prater	Marshall Co.	06/01/03	4.00	1.50	2.50
Mike Wyatt	Marshall Co.	01/01/93	4.00	0.00	4.00+
Kevin Fulton	Mason Co.	01/01/13	12.00	10.00	2.00+
Robert Roan	Pineville Ind.	10/24/12	4.00	1.00	3.00*

* Member had previous term of service; resigned office in 2014.

+ Member completed hours to cover the shortfall after the 12/31/13 deadline and will need KBE approval to apply them to 2013 requirements.

LOCAL SCHOOL BOARD MEMBERS
2014 KSBA TRAINING OFFERINGS
(Included only as review as this plan received approval in 2013)

Theme/Topics	Planned Credit Hours	Location	Date
78th Annual Conference	13.50	Louisville	Jan. 31 – Feb. 2
Summer Leadership Institute	7.25	Lexington	July 11-12
Regional Meetings	1.50	12 Regions	Sept.-Nov.
Winter Symposium	9.00	Louisville	Dec. 5-6

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
- Unbridled Learning Initiative Training (3 modules: "All Student's College and Career Ready", "Assessment for Next Generation Learners" & "Assessment for Next-Generation Learners")
- Teamwork
- Use of TELL Survey Data

- Board & Superintendent Relations
- School Board & School Council Roles and Relationships
- Board Self-Evaluation
- Board Member Ethics
- Superintendent Contract Basics
- Effective Superintendent Evaluations

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
2015 KSBA TRAINING OFFERINGS**

Theme/Topics	Planned Credit Hours	Location	Date
79th Annual Conference	14.75	Louisville	Feb. 27 – Mar 1
Safe Schools & Communities Conference	7.50	Louisville	June 10 - 11
Summer Leadership Institute	7.25	Lexington	July 2015
Regional Meetings	1.50	12 Regions	Sept.-Nov.
Winter Symposium	9.00	Louisville	Dec. 4 - 5

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
- Unbridled Learning Initiative Training (3 modules: "All Student's College and Career Ready", "Assessment for Next Generation Learners" & "Assessment for Next-Generation Learners")
- Teamwork

- Use of TELL Survey Data
- Board & Superintendent Relations
- School Board & School Council Roles and Relationships
- Board Self-Evaluation
- Board Member Ethics
- Superintendent Contract Basics
- Effective Superintendent Evaluations

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

The Board's Policy Making Role

School Board Meetings

The Board's Role in Student Achievement

Staff/Media/Community Relations

Ethics

KSBA School Board Leadership Guide

Level II Courses/Topics

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

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

School Safety & Discipline

Employee Relations/School Personnel

Superintendent Selection

Board/Superintendent Relations

Student Assessment

School Facilities

Student Learning & Support Services

Legal Orientation I

Superintendent Evaluation

Level III Courses/Topics

Finance III: Dollars & Decisions

A Look in the Mirror: Board Member Self-Evaluation

Legal Issues

Student Health & Wellness

Leadership Through Teamwork

Curriculum & Instruction

School & District Improvement Plans

Liability Issues, Insurance and Risk Management

Legislative Issues/Current Topics

School Finance

Level IV Courses/Topics

Exemplary Leadership Strategies

Level V Courses/Topics

The Perfect Interview

On Request

Whole Board Team Training (in-district and via distance learning)

KSBA-Provided Self-Study (hard copy or via distance learning)