

KENTUCKY DEPARTMENT OF EDUCATION
STAFF NOTE

Action/Discussion Item:

2014 Report, 2014 Exceptions, and 2016 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 2014 District Board Member In-Service Training Report;
- 2) grant an extension of time to complete the 2014 requirements to board members appointed after March 1, 2014 who did not complete the 2014 requirements;
- 3) request the general counsel to write a letter to members not appointed after March 1, 2014 giving them a 30-day deadline to complete training or be referred to the OAG for removal; and
- 4) approve the 2016 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. Additionally, board members are required to obtain training in the areas of finance, ethics and superintendent evaluation as follows:

- For board members with 0 – 3 years of experience, annual training must include:
 - Three (3) hours of school finance;
 - One (1) hour of ethics; and
 - One (1) hour of superintendent evaluation training each year.
- For board members with 4 - 7 years of experience, annual training must include:
 - Two (2) hours of school finance;
 - One (1) hour of ethics training; and
 - One (1) hour of superintendent evaluation training each year.
- For board members with 8 or more years of experience, annual training must include:
 - One (1) hour of school finance training each year;
 - One (1) hour of ethics training each year; and
 - One (1) hour of superintendent evaluation training biennially.

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);
- a request for an extension of time for completing required in-service training hours in individual cases where warranted (Attachments C and D); and
- 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 2014 Report; grant the recommended extensions of time to complete 2014 training requirements, where appropriate; and approve the 2016 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 staff recommendation is made because:

- The 2014 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 2014 requirements are justified and within the provisions of the statute;
- The recommended 2016 Plan meets and exceeds regulation specifications; and
- 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 2015

ATTACHMENT A

LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2014 SUMMARY REPORT

		Years of Service		
	Total	0-3	4-7	8+
Hours Completed	11,725.75	3765.25	3827.25	4133.25
Members	869.00	255.00	245.00	369.00
Minimum Hours Required per year		12.00	8.00	4.00
Hours Above Minimum	5,229.75	705.25	1,867.25	2,657.25
Members Above Minimum	813.00	230.00	225.00	358.00

ATTACHMENT B

LOCAL SCHOOL BOARD MEMBERS 2014 KSBA TRAINING OFFERED

Theme/Topics	Attendees	Hours	Location	Date(s)
78th Annual Conference	865	13.50	Louisville	Jan. 31 – Feb. 2
Summer Leadership Institute	300	7.25	Lexington	July 11-12
Regional Meetings	741	1.50	12 Regions Statewide	Sept.-Nov.
Winter Symposium	305	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 Students 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
IN-SERVICE TRAINING
2014 REQUIREMENTS NOT MET
SUMMARY

<u>Years of Experience</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	17.00	2.00	2.00	21.00
Hours Completed	200.25	14.50	8.25	223.00
Additional Hours Required	40.25*	6.00	4.00	50.25

*Includes members who:

- were appointed to fill a vacancy after March 1, 2014 and served at least six months (32.75 hours)
- did not comply with 702 KAR 1:115 (7.5 hours)

**LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2014 Requirements Not Met Detail**

The following list identifies board members who were appointed to service after March 1, 2014 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	Total Hours Required	2014 Hours Earned	2014 Hours Still Needed
William M. Bradley	Carter County	11/05/14	12.00	3.50	8.50
Kimberly Hagler	Fulton County	06/06/14	12.00	9.50	2.50
Elmo Combs	Jackson Ind.	09/02/14	12.00	10.00	2.00
Michelle Skidmore	Lewis County	09/16/14	12.00	10.75	1.25
Bradford Richie	Lyon County	10/24/14	12.00	4.50	7.50
Jerry Evans	Marion County	10/03/14	12.00	9.25	2.75
Kaelin Reed	Marion County	11/07/14	12.00	10.50	1.50
Cara Stewart	Owen County	09/10/14	12.00	8.00	4.00
Susan Smith	Walton-Verona Ind.	11/12/14	12.00	9.25	2.75

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 8, 2015, progress toward completing their 2014 requirements has been made.

The following list identifies board members who were not appointed to service after March 1, 2014 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	2014 Hours Required	2014 Hours Earned	2014 Hours Still Needed
Frank DeMartino	Ashland Ind.	01/01/07	8.00	7.50	3.00 ⁺
			(Missing mandated topics: 1 hour Ethics, 2 hours Finance)		
Connie Grimes	Bath County	01/01/13	12.00	15.00	1.75
			(Missing mandated topics: 1.75 hours Finance)		
Teresa Moss	Christian County	01/01/13	12.00	22.50	.50 ⁺
			(Missing mandated topics: .5 hours Finance)		
Jon Bicknell	Estill County	01/01/11	12.00	17.25	.50
			(Missing mandated topics: .5 hours Finance)		
Rebecca Barnes	Frankfort Ind.	01/07/13	12.00	11.50	.50
Samuel Hancock	Fulton Ind.	09/29/09	8.00	7.00	3.00
			(Missing mandated topics: 2 hours Finance, 1 hour Supt. Eval.)		
Paula Miller	Jackson Ind.	04/30/13	12.00	12.25	2.00 ⁺
			(Missing mandated topics: 1 hour Ethics, 1 hour Finance)		
Hallie Bandy	Jessamine County	01/01/11	12.00	19.75	.75 ⁺
			(Missing mandated topics: .75 hours Finance)		
Roger Finch	Morgan County	01/01/13*	4.00	2.00	2.00 ⁺
			(Missing mandated topics: 1 hour Ethics, 1 hour Finance)		
Terry Patterson	Owen County	01/01/95	4.00	6.25	2.00 ⁺
			(Missing mandated topics: 1 hour Ethics, 1 hour Finance)		
Howard Gorrell	Todd County	01/01/13	12.00	15.25	1.00
			(Missing mandated topics: 1 hour Supt. Eval.)		
Shannon Martin	Todd County	02/22/11	12.00	11.50	.50
			(Missing mandated topics: .5 hours Finance)		

* Member had previous board service. The cumulative years of experience determine the number of annual required hours.

⁺ Member completed hours to cover the shortfall after the 12/31/14 deadline and will need KBE approval to apply them to 2014 requirements.

LOCAL SCHOOL BOARD MEMBERS
2015 KSBA TRAINING OFFERINGS
(Included only as review as this plan received approval in 2015)

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 15 - 16
Summer Leadership Institute	7.25	Lexington	July 2016
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
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Level I Courses/Topics

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The Board's Role in Student Achievement

Staff/Media/Community Relations

Ethics

KSBA School Board Leadership Guide

Level II Courses/Topics

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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)

**LOCAL SCHOOL BOARD MEMBERS
2016 KSBA TRAINING OFFERINGS**

Theme/Topics	Planned Credit Hours	Location	Date
80th Annual Conference	14.75	Louisville	Feb. 26 – 28
Safe Schools & Communities Conference	7.50	Louisville	June 2016
Summer Leadership Institute	9.00	Lexington	July 2016
KSBA Regional Meetings	1.50	12 Locations Statewide	Sept.-Nov.
Winter Symposium	7.50	Louisville	Dec. 2-3
Regional Partnership Trainings	3.00–5.00	9 Locations Statewide	Spring and Fall

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- Board Leadership
- Truancy/Dropout Prevention
- Positive School Culture & Climate
- Effective 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
- Professional Growth & Effectiveness
- Policy & Procedures
- Effective School Board Meetings
- Early Childhood Education
- Parent/Family/Community Involvement

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