

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Action/Discussion Item:

2015 Report, 2015 Exceptions, and 2017 Plan as Required by 702 KAR 1:115, Annual In-service Training of District Board Members

Commissioner's Recommendation:

The Commissioner recommends approval of the 2015 Report, 2015 Exceptions and 2017 Plan.

Rationale:

To approve these items as required by 702 KAR 1:115.

The recommendation to approve is made because:

- The 2015 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 2015 requirements are justified and within the provisions of the statute.
- The recommended 2017 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.

Action Question:

Should the Kentucky Board of Education (KBE):

- 1) accept the 2015 District Board Member In-Service Training Report;
- 2) grant an extension of time to complete the 2015 requirements to board members appointed after March 1, 2015 who did not complete the 2015 requirements;
- 3) approve the 2017 In-Service Training Plan; and
- 4) take action regarding any members not granted an extension due to not fulfilling the training requirements by notifying them of the date when they will be reported to the Attorney General.

Applicable Statute or Regulation:

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

History/Background:

Existing Policy. Kentucky Revised Statute 160.180 requires that school board members complete annual (calendar year) in-service training. For board members in office as of December 31, 2014, 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. For board members beginning service on or after January 1, 2015, twelve hours are required during each of the first eight years of district board service and eight 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
 - 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
 - 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
 - One (1) hour of superintendent evaluation training biennially

Summary: 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);
- 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 3: “Subject to extensions granted under Section 4 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.” For these individuals, see Attachment D.

Budget Impact: Minimal impact to P-12 budget for legal review and staff time to enforce training requirements for those local board members not meeting minimum requirements.

Contact Person:

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Commissioner of Education

Date:

June 2016

LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2015 SUMMARY REPORT

	Total	Years of Service				
		Members Before 1/1/15			Members on or After 1/1/15	
		0-3	4-7	8+	0-7	8+
Hours Completed	11,357.75	2,979.25	2,712.00	2,930.50	2,654.00	82.00
Members	856.00	183.00	204.00	306.00	155.00	8.00
Minimum Hours Required per year		12.00	8.00	4.00	12.00	8.00
Hours Above Minimum	4,381.75	783.25	1080.00	1706.50	794.00	18.00
Members Above Minimum	770.00	175.00	186.00	276.00	127.00	6.00

**LOCAL SCHOOL BOARD MEMBERS
2015 KSBA TRAINING OFFERED**

Theme/Topics	Attendees	Hours	Location	Date(s)
79th Annual Conference	932	15.00	Louisville	Feb. 27-Mar. 1
Summer Leadership Institute	228	6.00	Lexington	July 10-11
Regional Meetings	676	1.00	12 Regions Statewide	Sept.-Nov.
Winter Symposium	275	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

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
2015 REQUIREMENTS NOT MET
SUMMARY

Includes members who:

- were appointed to fill a vacancy after March 1, 2015 or were elected to fill an unexpired term in the November, 2015 general election (162.50 hours)
- did not comply with 702 KAR 1:115 (6.00 hours)

<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	28.00	4.00	1.00	33.00
Hours Completed	174.00	32.00	5.25	211.25
Additional Hours Required	163.50	3.00	2.00	168.50*

* Total includes:

- one member who was not appointed or elected during 2015 who did not receive the required number of state mandated training hours in superintendent evaluation;
- four members who were not appointed or elected during 2015 that did not receive the required number of state mandated training hours in finance; and
- one member who was not appointed or elected during 2015 who did not receive the required number of state mandated training hours in ethics and finance.

**LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2015 Requirements Not Met Detail**

The following list identifies board members who were appointed to service after March 1, 2015 or were elected to fill an unexpired term in the November 2015 general election and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	Total Hours Required	2015 Hours Earned	2015 Hours Still Needed
Doug Ramsey	Bell County	11/4/15	12.00	0.00	12.00
Kandice Wells	Bourbon County	11/4/15	12.00	8.50	3.50
Andy Reynolds	Bracken County	11/4/15	12.00	3.50	8.50
Kathleen Bell	Bracken County	6/26/15	12.00	6.75	5.25
Ryan Daugherty	Butler County	9/7/15	12.00	4.00	8.00
Vernon Clark	Casey County	11/9/15	12.00	1.00	11.00
Gordon Parido	Clark County	7/24/15	12.00	7.50	4.50
Lindsey Morgan	Dawson Springs Ind.	8/25/15	12.00	7.50	4.50
Amanda Weiss	Erlanger-Elsmere Ind.	10/12/15	12.00	2.00	10.00
Brad Profit	Fairview Ind.	11/16/15	12.00	8.50	3.50
Sharon McCoy-Stevens	Fairview Ind.	11/16/15	12.00	11.00	1.00
Brad Staton	Henderson County	11/4/15	12.00	5.00	7.00
Brad Frisby	Johnson County	11/4/15	12.00	1.00	11.00
David Messer	Knott County	6/26/15	12.00	9.00	3.00
Judy Lantry	Ludlow Ind.	11/6/15	12.00	3.50	8.50
Martha Sue Hargrove	Muhlenburg County	11/4/15	12.00	11.00	1.00
Shelley Lovell	Muhlenburg County	5/5/15	12.00	11.75	.25
Cheryl Rawlings	Nicholas County	11/4/15	12.00	1.00	11.00
William Eddins	Ohio County	4/27/15	12.00	8.00	4.00
Kae Crenshaw	Owen County	11/4/15	12.00	7.50	4.50
Nancy Chilton	Owen County	11/4/15	12.00	8.50	3.50
Cheri Griffin	Pendleton County	6/8/15	12.00	8.50	3.50
Yvon Allen	Perry County	11/17/15	12.00	3.00	9.00
Kimberly Hall	Powell County	11/4/15	12.00	10.50	1.50
Chassica Sutton	Robertson County	6/30/15	12.00	10.50	1.50
Scott Davison	Rowan County	11/4/15	12.00	3.50	8.50

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 13, 2016, progress toward completing their 2015 requirements has been made.

**LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2015 Requirements Not Met Detail**

The following list identifies board members who were not appointed to service after March 1, 2015 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	2015 Hours Required	2015 Hours Earned	2015 Hours Still Needed
Norine Sullivan	Beechwood Ind.		12.00 (Missing mandated topic: 1 hour Superintendent Evaluation)	11.50	1.00 ⁺
Todd Earlywine	Bourbon County		4.00 (Missing mandated topic: 1 hour Ethics, 1 hour Finance)	5.25	2.00 ⁺
Amy Hood	Butler County		8.00 (Missing mandated topic: 1 hour Finance)	7.50	1.00 ⁺
Keith Booty	Cloverport Ind.		8.00 (Missing mandated topic: .75 hour Finance)	7.25	.75 ⁺
Michelle New	Franklin County		8.00 (Missing mandated topic: 1 hour Finance)	8.75	1.00 ⁺
* Shannon Martin	Todd County		8.00 (Missing mandated topic: .50 hour Finance)	8.00	.50

⁺ Member completed hours to cover the shortfall after the 12/31/15 deadline and will need KBE approval to apply them to 2015 requirements.

* Ms. Martin previously appeared on this report and received an extension for not meeting the mandated annual training requirements in 2014.

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

(Included only for informational purposes as this plan received approval in 2015)

Theme/Topics	Planned Credit Hours	Location	Date
80th Annual Conference	15.00	Louisville	Feb. 26 – 28
Summer Leadership Institute	7.25	Lexington	July 8-9
Regional Meetings	1.00	12 Regions	Sept.-Nov.
Winter Symposium	9.00	Louisville	Dec. 2 - 3

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
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- 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

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Level I Courses/Topics

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Ethics

KSBA School Board Leadership Guide

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School Safety & Discipline

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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
2017 KSBA TRAINING OFFERINGS**

Theme/Topics	Planned Credit Hours	Location	Date
81th Annual Conference	15.00	Louisville	Feb. 24-26
Summer Leadership Institute	10.25	Lexington	July 7-8
KSBA Regional Meetings	1.00	12 Locations Statewide	Sept.-Nov.
Winter Symposium	8.75	Louisville	December 8-9

Current Topics:

- Student Health & Wellness
- 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
- Student Assessment and Accountability
- Teamwork
- Use of TELL Survey Data
- Board & Superintendent Relations
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School & District Improvement Plans

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Legislative Issues/Current Topics

School Finance

Level IV Courses/Topics

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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)