

**KENTUCKY DEPARTMENT OF EDUCATION**

**STAFF NOTE**

**Action/Discussion Item:**

Approval of the 2016 Report, 2016 Exceptions, and 2018 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 2016 Report, 2016 Exceptions and 2018 Plan.

**Rationale:**

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

The recommendation for approval is made because:

- The 2016 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 2016 requirements are justified and within the provisions of the statute.
- The recommended 2018 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 2016 District Board Member In-Service Training Report;
- 2) grant an extension of time to complete the 2016 requirements to board members appointed after March 1, 2016 who did not complete the 2016 requirements;
- 3) approve the 2018 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 summary on an annual basis (Attachments A, B and C);
- a request for an extension of time for completing required in-service training hours in individual cases where warranted (Attachment D); and
- annual in-service training plan for 2018 (Attachment F).

These items are attached.

The annual in-service training plan for 2017 is also attached for information only (Attachment E).

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:** There is minimal impact to the 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 2017

**LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
2016 SUMMARY REPORT**

	<b>Years of Service</b>					
	<b>Total</b>	<b>Members Serving Prior to 1/1/15</b>			<b>Members on or After 1/1/15</b>	
		<b>0-3</b>	<b>4-7</b>	<b>8+</b>	<b>0-7</b>	<b>8+</b>
<b>Hours Completed</b>	10,686.75	869.00	3336.25	3547.75	2837.25	96.50
<b>Members</b>	867.00	66.00	238.00	377.00	178.00	8.00
<b>Minimum Hours Required per year</b>		12.00	8.00	4.00	12.00	8.00
<b>Hours Above Minimum</b>	4272.25	252.75	1358.25	2019.75	609.00	32.50
<b>Members Above Minimum</b>	775.00	44.00	230.00	340.00	154.00	7.00

ATTACHMENT B

LOCAL SCHOOL BOARD MEMBERS  
2016 KSBA TRAINING OFFERED

<b>Theme/Topics</b>	<b>Attendees</b>	<b>Hours</b>	<b>Location</b>	<b>Date(s)</b>
<b>80<sup>th</sup> Annual Conference</b>	887	15.00	Louisville	Feb. 26- 28
<b>Summer Leadership Institute</b>	224	6.00	Lexington	July 8-9
<b>Regional Meetings</b>	441	1.25	12 Regions Statewide	Sept.-Nov.
<b>Winter Symposium</b>	321	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
- 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  
2016 REQUIREMENTS NOT MET  
SUMMARY**

Includes members who:

- were appointed to fill a vacancy after March 1, 2016 or were elected to fill an unexpired term in the November, 2016 general election (41.25 hours)
- did not comply with 702 KAR 1:115 (10.50 hours)

	<b>Years of Service</b>					
	<b>Total</b>	<b>Members Serving Prior to 1/1/15</b>			<b>Members on or After 1/1/15</b>	
		<b>0-3</b>	<b>4-7</b>	<b>8+</b>	<b>0-7</b>	<b>8+</b>
<b>Minimum Hours Required per year</b>		12.00	8.00	4.00	12.00	8.00
<b>Members Below Minimum</b>	15.00	0.00	4.00	0.00	11.00	0.00
<b>Hours Completed</b>	152.25	0.00	45.25	0.00	107.00	0.00
<b>Additional Hours Required</b>	51.75	0.00	7.75	0.00	44.00	0.00

**LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
2016 Requirements Not Met Detail**

**The following list identifies board members who were appointed to service after March 1, 2016 or were elected to fill an unexpired term in the November 2016 general election and who did not meet their mandated annual training requirements.**

<b>Name</b>	<b>School District</b>	<b>Service Start Date</b>	<b>Total Hours Required</b>	<b>2016 Hours Earned</b>	<b>2016 Hours Still Needed</b>
Gwen Chapman	Carroll County	09/06/16	12.00	5.50	6.50
Michael Aussenbaugh	Dawson Springs Ind.	08/24/16	12.00	9.25	2.75
Sarah Shackelford	Erlanger-Elsmere Ind.	11/10/16	12.00	1.00	11.00
Jeffery Waters	Marshall County	09/15/16	12.00	3.50	8.50
Tiffany Carlson	Marshall County	10/12/16	12.00	6.00	6.00
Wendall Haag	Robertson County	07/08/16	12.00	11.00	1.00
Kevin Duke	West Point Ind.	08/03/16	12.00	6.50	5.50

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 1, 2017, progress toward completing their 2016 requirements has been made.



## ATTACHMENT D

**LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
2016 Requirements Not Met Detail**

The following list identifies board members who were not appointed to service after March 1, 2016 and who did not meet their mandated annual training requirements.

<b>Name</b>	<b>School District</b>	<b>Service Start Date</b>	<b>2016 Hours Required</b>	<b>2016 Hours Earned</b>	<b>2016 Hours Still Needed</b>
Franklin Hibbs	Bardstown Ind.	01/01/13	12.00 (Missing mandated topics: 3 hours Finance; 1 hour Superintendent Evaluation)	14.75	4.00
Daryl Love	Fayette County	01/03/11	8.00 (Missing mandated topic: 1 hour Ethics)	7.75	1.00
Sarah Brown <sup>+</sup>	Jenkins Ind.	01/01/15	12.00	11.25	.75
Garnett Skaggs <sup>+</sup>	Lawrence County	01/03/11	8.00 (Missing mandated topic: 1 hour Ethics)	9.50	1.00
Stefanie Rager <sup>+</sup>	Muhlenberg County	01/01/15	12.00 (Missing mandated topic: .50 hour Finance)	25.25	.50
Collier Mathes II	Paris Ind.	01/07/13	12.00 (Missing mandated topic: 1.75 hours Finance)	13.25	1.75
Bart Stark <sup>+</sup>	Spencer County	01/01/15	12.00	11.50	.50
Kerry Callis	Trimble County	01/01/15	12.00 (Missing mandated topic: 1 hour Superintendent Eval.)	16.25	1.00

<sup>+</sup> Member completed hours to cover the shortfall after the 12/31/16 deadline and will need KBE approval to apply them to 2016 requirements. ATTACHMENT E

**LOCAL SCHOOL BOARD MEMBERS  
2017 KSBA TRAINING OFFERINGS**

(Included only for informational purposes as this plan received approval in 2016)

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>81<sup>st</sup> Annual Conference</b>	15.50	Louisville	Feb. 24 – 26
<b>Summer Leadership Institute</b>	7.25	Lexington	July 7-8
<b>Regional Meetings</b>	1.00	12 Regions	Sept.-Nov.
<b>Winter Symposium</b>	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
- 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

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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)

**LOCAL SCHOOL BOARD MEMBERS  
2018 KSBA TRAINING OFFERINGS**

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>82<sup>nd</sup> Annual Conference</b>	15.50	Louisville	March 2-4
<b>Summer Leadership Institute</b>	10.25	Lexington	July 13-14
<b>KSBA Regional Meetings</b>	1.25	12 Locations Statewide	Sept.-Nov.
<b>Winter Symposium</b>	9.00	Louisville	December 7-8

**Current Topics:**

- Student Health & Wellness
- Board Leadership
- Charter School Authorization and Oversight
- Legal Issues
- Closing the Achievement Gap
- 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
- School Board & School Council Roles and Relationships
- Board Self-Evaluation
- Board Member Ethics
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KSBA School Board Leadership Guide

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

School Safety & Discipline

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Student Learning & Support Services

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Superintendent Evaluation

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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)