

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Action/Discussion Item:

Approval of the 2017 Report, 2017 Exceptions, and 2019 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 2017 Report, 2017 Exceptions and 2019 Plan.

Rationale:

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

The recommendation for approval is made because:

- The 2017 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 2017 requirements are justified and within the provisions of the statute.
- The recommended 2019 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 2017 District Board Member In-Service Training Report;
- 2) grant an extension of time to complete the 2017 requirements to board members appointed after March 1, 2017 who did not complete the 2017 requirements;
- 3) approve the 2019 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 2019 (Attachment F).

These items are attached.

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

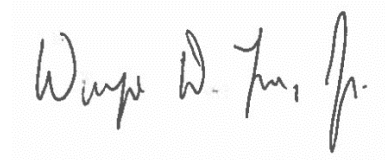
Additionally, the board needs to be aware that 702 KAR 1:115 says in Section 3: “Subject to extensions granted under Section 4 of this administrative regulation, the names of all district school board members who fail to complete the required hours of in-service training shall be transmitted by the Department 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:

Todd Allen, Interim General Counsel
 Kentucky Department of Education
 (502) 564-4474, ext. 4814
todd.allen@education.ky.gov

Laura Cole, Director of Board Team Development
 KY School Boards Association
 (502) 695-4630, ext. 1276
Laura.Cole@ksba.org



Commissioner of Education

Date:

June 2018

LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2017 SUMMARY REPORT

	Total	Years of Service				
		Members Serving Prior to 1/1/15			Members on or After 1/1/15	
		0-3	4-7	8+	0-7	8+
Hours Completed	11,530.75	0.00	2571.25	3135.50	5657.75	166.25
Members	861.00	0.00	201.00	318.00	328.00	14.00
Minimum Hours Required per year	0.00	12.00	8.00	4.00	12.00	8.00
Hours Above Minimum	4286.75	0.00	907.25	1795.50	1529.75	54.25
Members Above Minimum	788.00	0.00	184.00	288.00	306.00	10.00

ATTACHMENT B

LOCAL SCHOOL BOARD MEMBERS
2017 KSBA TRAINING OFFERED

Theme/Topics	Attendees	Hours	Location	Date(s)
81st Annual Conference	902	10.50	Louisville	Feb. 24-26
Federal Law Update	84	9.00	Lexington	June 8-9
Summer Leadership Institute	215	9.75	Lexington	July 7-8
Regional Meetings	640	1.25	12 Regions Statewide	Sept.-Nov.
Winter Symposium	234	9.00	Louisville	Dec. 1-2

Current Topics:

The Capital Construction Process
 Your Superintendent is Leaving. Now What?
 Student Discipline
 Dodging Coconuts, Thriving in the Midst of the Storm
 Legal & Ethical Considerations for School Board Members
 New Accountability System: A Primer for Board Members
 School Board Governance
 Charter Schools in Kentucky – What to Expect and When
 Effectively Utilizing the SPGES
 The Biggest Piece of the Budget Pie: Salaries and Benefits
 A Look in the Mirror: Board Member Self-Evaluation
 Conquering Virtual Mindblocks
 Fraud – Are You at Risk?
 The Board's Policy Making Role
 Keys to Creating and Improving Effective Alternative Schools
 Tough Questions and Best Practices for Tackling Facilities Projects
 An Introduction to Kentucky's Charter School Laws
 Using Foresight Techniques to Anticipate and Plan for the Future
 Board Meeting as A Community Forum
 The Ethics of School Board Service
 School Board Fiscal Responsibilities: Driving Success Through Informed
 Decisions – Part I
 The Basics of Superintendent Evaluation
 Effective Board Leadership:
 Leading During a Time of Change and Transition
 What you may not know about OEA
 We Can Make This Work: Board/Superintendent Relationships
 Thirteen Reasons to be Cautious
 Helping Them Help You
 Developing Kentucky's New Accountability System
 Overview of the Annual Financial Report and Tax Rates
 Student Success and Wellness: Opportunities with ESSA and SB 1
 School Law Update

Everyday Tech: Managing Your Digital Life
 The Ethics of School Board Service
 Advocating for Your Students in Today's Climate
 Understanding How to Buy Technology Insurance
 What Does It Take to Successfully Manage Student Behavior?
 More MUNIS Mysteries Revealed: Fund 2
 Effectively Utilizing the Superintendent
 Legal & Ethical Considerations for School Board Members
 The Ethics of School Board Service
 Eliminating Barriers to Learning through Board Policy
 Social Media and Schools
 Legal & Ethical Considerations for School Board Members
 Effectively Utilizing the SPGES
 It's All in the Motion!
 The Effective Use of Law Enforcement in Schools
 A Pupil Transportation Primer for Board Members
 Arming Teachers and Other School Personnel
 Your Superintendent is Leaving. Now What?
 The Basics of Superintendent Evaluation
 The Local Planning Committee
 The Role of the School Board in District Personnel
 What Board Members Need to Know About Bullying
 Developing Kentucky's New Accountability System
 Collaboration: The Superhero of Early Care and Education
 Finance II: Dollars and Sense – Budgetary Decisions, Requirements and Timelines
 Legal Orientation I
 The Annual Financial Audit
 More MUNIS Mysteries Revealed: Fund 2
 Why is our District's Workers' Compensation Insurance so Expensive?
 Is a Recallable Nickle in Your Future or Should it Be?
 A Look in the Mirror: Board Member Self-Evaluation
 Legislative Halftime Show
 Protecting Students and Schools – Technology Policies and Cyber liability Insurance
 Capital Funding
 School Finance: Beyond the Monthly Financial Report
 Making Superhero Financial Decisions to Control Energy Costs
 Risk Management and Controlling Your Risks
 Finance III: Dollars and Decisions
 Auditing and Construction Funding
 Framing the Equity Conversation for Today and Our Future
 The Perfect Interview
 Marketing and Branding Your School District
 Academy at the Creek – A Transformation of Gifted and Talented Instruction
 Youth Court is Now in Session!
 Craft-ing a Residential High School
 At The PEAK of Success
 Promoting Continuous Improvement through Leadership, Instructional Culture and Climate
 Using powerful PR to boost district morale and community engagement
 Leading Innovation
 New Superintendent Training Program – What's it All About?
 W.A.T.C.H. Dogs (Dads of Great Students) Building Family Engagement
 Explaining the Transgender Issue, and Why It Is Important

Put On Your Cape and Help Save Money with eMeeting!!
Expanding Arts Opportunities through Community Involvement
Arming Teachers and Other School Personnel

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
2017 REQUIREMENTS NOT MET
SUMMARY**

Includes members who:

- were appointed to fill a vacancy after March 1, 2017 (126 hours)
- did not comply with 702 KAR 1:115 (18.50 hours)

		Years of Service				
		Members Serving Prior to 1/1/15			Members on or After 1/1/15	
	Total	0-3	4-7	8+	0-7	8+
Minimum Hours Required per year		12.00	8.00	4.00	12.00	8.00
Members Below Minimum	31.00	0.00	3.00	2.00	24.00	2.00
Hours Completed	220.00	0.00	22.25	8.25	178.25	11.25
Additional Hours Required	144.50	0.00	6.50	3.75	129.50	4.75

**LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2017 Requirements Not Met Detail**

The following list identifies board members who were appointed to service after March 1, 2017 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	Total Hours Required	2017 Hours Earned	2017 Hours Still Needed
Brandon Birney	Ballard County	7/28/17	12.00	5.50	7.50
Russell Lowe	Calloway County	10/3/17	12.00	2.00	10.00
Jessica Smiley Greenlee	Cloverport Ind	11/1/17	12.00	7.25	4.75
Gregory LaMastus	Edmonson County	11/1/17	12.00	6.25	5.75
Daniel Zickefoose	Fulton Ind.	7/28/17	12.00	11.50	0.50
Rebecca Burgett	Gallatin County	11/20/17	8.00	6.00	2.00
Daniel Hedgespeth	Green County	7/7/17	12.00	8.50	3.50
Lori Abney	Henry County	10/23/17	12.00	4.50	7.50
David Brumfield	Hopkins County	9/25/17	12.00	8.50	3.50
Sydney Thompson	Jackson Ind	11/6/17	12.00	2.50	9.50
Tina Culver	Livingston County	10/3/17	12.00	5.00	7.00
Donna Arnett	Mayfield Ind	8/28/17	12.00	4.75	7.25
Carmela Fletcher-Green	Montgomery County	10/23/17	12.00	9.75	2.25
Shane Hurley	Pike County	10/6/17	12.00	8.50	3.50
William White	Pulaski County	7/29/17	8.00	5.25	2.75
Kevin Dotson	Robertson County	7/2017	12.00	1.25	10.75
Jasie Logsdon	Science Hill	9/25/17	12.00	12.25	1.75
Jason Stewart	Silver Grove	6/6/17	12.00	6.00	6.00
Jessica Brown	Silver Grove	9/25/17	12.00	3.00	9.00
Jan Burkhead	Taylor County	7/4/17	12.00	6.25	5.75
Connie Duke	West Point Ind.	11/14/17	12.00	2.50	9.50

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, 2018, progress toward completing their 2017 requirements has been made.

**LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2017 Requirements Not Met Detail**

The following list identifies board members who were not appointed to service after March 1, 2017 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	2017 Hours Required	2017 Hours Earned	2017 Hours Still Needed
Lisa Burton ⁺	Adair County	01/01/15	12.00 (Missing mandated topics: 1 hour Superintendent Evaluation)	15.25	1.0
Franklin Hibbs	Bardstown Ind.	01/01/13	8.00 (Missing mandated topics: 1.5 hours Finance; 1 hour Superintendent Evaluation)	5.5	2.5
Teresa Harris ⁺	Elizabethtown Ind.	01/01/11	8.00 (Missing 2 hours electives)	6.00	2.00
Dennis Fleet ⁺	Livingston	01/01/15	12.0 (Missing mandated topics: 1 hour Superintendent Evaluation)	13.25	1.0
Jason Curry ⁺	Hancock	01/01/15	12.0 (Missing mandated topics: 1.75 hour Finance, 1 hour Superintendent Evaluation)	7.0	5.0
Rhonda Armijo ⁺	McCreary	01/01/15	12.0 (Missing .5 hours electives)	11.5	0.5
Jason Howell ⁺	Murray Ind	01/01/17	12.0 (Missing mandated topics: .75 Hours Finance)	17.50	.75
Walt Shumm	Oldham	01/01/03	4.0 (Missing mandated topics: 1 hour Ethics)	7.0	1.0
James Golden ⁺	Pineville Ind	03/10/14	8.0 (Missing mandated topics: .75 Hour Finance, 1 hour Superintendent Evaluation)	10.75	1.75
Deanna Hunt	Taylor	01/01/11	8.0 (Missing mandated topics: .75 hour Finance)	7.25	.75
Joe Jones	Whitley	01/01/85	4.0 (Missing mandated topics: 1 hour Finance, 1 hour Ethics. .75 Elective)	1.25	2.75

⁺ Member completed hours to cover the shortfall after the 12/31/17 deadline and will need KBE approval to apply them to 2017 requirements.

ATTACHMENT E

LOCAL SCHOOL BOARD MEMBERS 2018 KSBA TRAINING OFFERINGS

(Included only for informational purposes as this plan received approval in 2017)

Theme/Topics	Planned Credit Hours	Location	Date
82nd Annual Conference	10.50	Louisville	March 2-4
Federal and State Law Update	9.00	Lexington	June 7-8
Summer Leadership Institute	7.25	Lexington	July 13-14
Regional Meetings	1.00	12 Regions	Sept.-Nov.
Winter Symposium	9.00	Louisville	Nov. 30 – Dec. 1

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)

**LOCAL SCHOOL BOARD MEMBERS
2019 KSBA TRAINING OFFERINGS**

Theme/Topics	Planned Credit Hours	Location	Date
83rd Annual Conference	10.50	Louisville	Feb. 22-24
Summer Leadership Institute	9.50	Lexington	July 11-13
KSBA Regional Meetings	1.25	12 Locations Statewide	Sept.-Nov.
Winter Symposium	9.00	Louisville	December

Current Topics:

Student Health & Wellness
 Board Leadership
 Charter School Authorization and Oversight
 Legal Issues
 Closing the Achievement Gap
 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
 Community & Student Involvement
 Facilities & Energy Management
 Superintendent Selection Process
 Planning Processes
 Professional Growth & Effectiveness
 Policy & Procedures
 Effective School Board Meetings
 Early Childhood Education
 Parent/Family/Community Involvement
 Student Assessment and Accountability
 Teamwork
 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)