

## KENTUCKY DEPARTMENT OF EDUCATION STAFF NOTE

**Topic:** 2021 Report, 2021 Exceptions, and 2023 Plan as Required by 702 KAR 1:116, Annual In-Service Training of District Board Members

**Date:** June 2022

**Action Requested:**    Review    Action/Consent    Action/Discussion

**Held In:**    Full Board    Curriculum, Instruction and Assessment    Operations

### SUMMARY OF ISSUE BEFORE THE BOARD:

To take action to approve the 2021 Report, 2021 Exceptions, and 2023 Plan as Required by 702 KAR 1:116, Annual In-service Training of District Board Members. Specifically, the KBE must consider whether it will:

- (1) Accept the 2021 District Board Member In-Service Training Report (Attachments A-C);
- (2) Grant an extension of time as provided in 702 KAR 1:116, Section 4 to complete the 2021 requirements to board members appointed after March 1, 2021 who did not complete the 2021 requirements (Attachment D);
- (3) Approve the 2023 In-Service Training Plan (Attachment F); and
- (4) Take action regarding any members not fulfilling the training requirements by notifying them of the date when they will be reported to the Office of Attorney General (Attachment D).

### COMMISSIONER'S RECOMMENDATION:

The Commissioner recommends approval of the 2021 Report, 2021 Exceptions and 2023 Plan.

### APPLICABLE STATUTE OR REGULATION:

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

### 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 of Issue:*

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 1:116 requires the KSBA to submit to the Kentucky Board of Education for review and approval the following:

- (1) in-service training summary on an annual basis (Attachments A, B and C);
- (2) a request for an extension of time for completing required in-service training hours in individual cases where warranted (Attachment D); and
- (3) annual in-service training plan for 2023 (Attachment F).

These items are attached. The annual in-service training plan for 2022 is also attached for information only (Attachment E). Additionally, the board needs to be aware that 702 KAR 1:116 provides 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:*

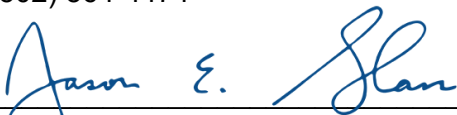
There is minimal impact to the P-12 budget for legal review and staff time to enforce training requirements for those local board members not meeting minimum requirements.

**GROUPS CONSULTED AND BRIEF SUMMARY OF RESPONSES:**

The Kentucky School Boards Association, as the recognized entity for tracking local school board member training, was consulted and provided the attached materials.

**CONTACT PERSON(S):**

Todd G. Allen, General Counsel  
 Office of Legal Services  
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 (502) 564-4474

  
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 Commissioner of Education

Category: <input type="checkbox"/> Educator Workforce Diversity <input type="checkbox"/> Portrait of a Graduate Partnerships <input type="checkbox"/> Racial Equity Commitment <input type="checkbox"/> Student-Centered Accountability System <input type="checkbox"/> Early Childhood <input checked="" type="checkbox"/> District Support
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ATTACHMENT A

LOCAL SCHOOL BOARD MEMBERS  
 IN-SERVICE TRAINING  
 2021 SUMMARY REPORT

	Years of Service				
	Total	Members Serving Prior to 1/1/15		Members on or After 1/1/15	
		4-7	8+	0-7	8+
<b>Hours Completed</b>	11,315.00	26.25	2918.50	7958.75	411.5
<b>Members</b>	876.00	2.00	312.00	524.00	38.00
<b>Minimum Hours Required per year</b>		8.00	4.00	12.00	8.00
<b>Hours Above Minimum</b>	3,459.00	10.25	1,670.50	1,670.75	107.5
<b>Members Above Minimum</b>	740.00	2.00	273.00	434.00	31.00

ATTACHMENT B

LOCAL SCHOOL BOARD MEMBERS  
2021 KSBA TRAINING OFFERED

<b>Theme/Topics</b>	<b>Attendees</b>	<b>Hours</b>	<b>Location</b>	<b>Date(s)</b>
<b>Annual Conference</b>	751	15.00	Louisville	May 14-16
<b>Federal &amp; State Law Update</b>	64	3.00	Virtual	April 20
<b>Summer Leadership Institute</b>	155	10.00	Lexington	July 16-17
<b>Regional Meetings</b>	558	1.25	12 Meetings Statewide	Aug.-Nov.
<b>Winter Symposium</b>	206	11.00	Louisville	Dec 3-4
<b>Learn and Earn Webinars</b>	616	9.00	Virtual	March-Nov.

**Courses Offered in 2021:**

#AfterschoolWorksInKY: Creating Afterschool Partnerships to Support Student Learning  
 10 Kentucky Education Stats Every School Board Member Should Know  
 2022 legislative session recap  
 Assessing the Field of Concussion Impacts  
 Board and Superintendent: Developing the Team  
 Board Leadership Essentials: Your Public Image  
 Board Member’s Dashboard: Numbers Board Members Should Know  
 Board policy and procedure updates  
 Breaking Terrible Board Habits  
 Brighter Future: Solar Power for Schools  
 Building a Groundswell for a Big Bold Future – With Education at the Core  
 Combatting COVID-19 Learning Loss Through Expanded Learning  
 Communicating Financial Data with Board Members  
 Communications Skills for Bridging the Divide  
 Community Christmas Connection – A Family Resource Center Program  
 Congratulations! You Made the Team!  
 Construction Spending including Plus/Delta on general contractor vs. construction manager  
 Cookies, Camp and Curriculum - What Girls Need to Thrive  
 Corruption and the FBI – How a Local School District Worked with the FBI to Overcome  
 Corruption  
 COVID Lessons Learned and Re-thinking Interscholastic Athletics for the Future  
 Customer Service Training for School and District Office Personnel  
 Effective Board Meetings: The Public Face of School Board Governance  
 Equity and the Role of Leadership: Policy & Practice  
 Equity: Organizing, Mobilizing and Advocating for Students and Families  
 Essentials of Effective Superintendent Evaluation  
 Ethical Governance in a Divisive Era  
 Finance II: Dollars and Sense  
 Finance III: Dollars and Decisions

Financial Conflicts of Interest  
From Formatives to Diagnostic to Benchmark to Summative – Understanding the Role Assessment Plays in Accelerating Learning for ALL Students  
Get Lost! Transforming Underutilized Space Into an Irresistible Learning Environment  
Governance Core  
How Much Do Your Site Base Allocations Cost?  
How to Get a Good Night’s Sleep as a Board Member?  
How to Maximize Federal Dollars  
HVAC System Comparison  
Indoor Air Quality During COVID-19  
Introduction to Superintendent Evaluation  
Is a Recallable Nickel in Your Future or Should it Be?  
KSBA Superintendent Evaluation  
Leading Effective Meetings: A Board’s Guide to Parliamentary Procedure  
Legal & Ethical Considerations for School Board Members  
Legal Orientation I  
Leverage ESSER Funds to Make Schools Healthier While Bolstering the General Fund  
Long-Term Capital Planning  
Look in the Mirror: Board Member Self-Evaluation  
Meeting the Needs of Students Who are Homeless or in Foster Care: The Board’s Role  
Monitor the Budget by Asking the Right Questions  
More Than a Mindset: Using Strength-Based Inventories to Build Board and District Leadership  
New Superintendent Training Program – What’s It All About?  
Open Meetings and Open Records Act (OMA and ORA) and federal law updates  
PEAK Winners  
Protecting, Preparing and Responding to the Coronavirus Pandemic: Federal Funding Relief  
School Board Fiscal Responsibilities: Driving Success Through Informed Decisions-Part IA  
School Board Fiscal Responsibilities: Driving Success Through Informed Decisions-Part IB  
School Leaders and Social Media: Engaging for Positives, Handling the Negatives  
School Risk Management and Insurance; How 2020 Will Impact School Systems in Upcoming Year  
School Safety and Resiliency Act (SB 1/SB 8): Update, Review and Threat Assessment  
Team Implementation Overview  
SEEK: What You Need to Know  
Setting Tax Rates Made Easy  
State Budget and School Funding  
State Revenue Calendar  
State-Of-The-Art Learning Technologies for Educators  
Storytelling for School Leaders – Sharing the magic in your district!  
Success with SPGES  
Superintendent Evaluation: Setting and Meeting Goals  
Superintendents Leading Beyond the District Boundaries  
Telling Our Story Kentucky  
Telling Your Facility Story: Engaging Your Community for Facility Needs, Construction  
The Biggest Piece of the Budget Pie: Salaries & Benefits  
The Board’s Policy Making Role  
The Core of Good School Board Governance: Adopting Higher Level Practices  
The Ethical Edge: School Board Members & Their Constituents  
The Ethics of School Board Service

The Perfect Interview  
The Role of School Board Members in Reducing Excellence Gaps  
The Role of School Finance Decisions in Educational Equity: Considerations for the Allocation of COVID Stimulus Funding  
The Role of the Board Chair  
Transforming a 20th Century Library into a 21st Century Media Hub  
Understand Your Facilities' Health and Performance - Impact of Indoor Air Quality (IAQ)  
Understanding the State Budget  
Uniting People, Place and Purpose: Community Collab Experiences  
Using Formative Conversations to Improve Superintendent Evaluation  
Veterinarians, Morticians, & Plumbers, Oh My! Achieving Student Success through Work-Based Learning and Community Involvement  
Word Up: Using supportive language to bridge the divide  
Your Superintendent is Leaving. Now What?

**On Request**

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

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

ATTACHMENT C

LOCAL SCHOOL BOARD MEMBERS  
 IN-SERVICE TRAINING  
 2021 REQUIREMENTS NOT MET  
 SUMMARY

Includes members who:

- were appointed to fill a vacancy after March 1, 2021 (115.5 hours)
- did not comply with 702 KAR 1:115 (38.5 hours)

		Years of Service			
		Members Serving Prior to 1/1/15		Members on or After 1/1/15	
		4-7	8+	0-7	8+
	Total				
<b>Minimum Hours Required per year</b>		8.00	4.00	12.00	8.00
<b>Members Below Minimum</b>	35.00	0.00	6.00	29.00	2.00
<b>Hours Completed</b>	237.25	0.00	8.00	216.50	12.75
<b>Additional Hours Required</b>	154	0.00	16.00	134.75	3.25

ATTACHMENT D

LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
**2021 Requirements Not Met Detail – Appointed Members**

The following list identifies board members who were appointed to service after March 1, 2021, and who did not meet their mandated annual training requirements.

**Board Member Training Requirements:**

<b>Name</b>	<b>School District</b>	<b>Service Start Date</b>	<b>Total Hours Required</b>	<b>2021 Hours Earned</b>	<b>2021 Hours Still Needed</b>
Destiny Greer	Adair Co.	8/6/2021	12	4.25	7.75
Jason Reeves	Barbourville Ind.	8/19/2021	12	8.75	3.25
Lindsay Blackmon	Bardstown Ind.	8/17/2021	12	11.5	0.5
Amy Sleet	Beechwood Ind.	7/23/2021	12	5.5	6.5
Keith Collins	Boone Co.	7/8/2021	12	8.75	3.25
Christa Glenn	Cloverport Ind.	5/20/2021	12	10.75	1.25
Jennifer Pusateri	Danville Ind.	9/8/2021	12	5.75	6.25
Esther Rugerio	Danville Ind.	8/5/2021	12	5	7
Julie Cline	Dayton Ind.	9/21/2021	12	7	5
Sean Sanders	Edmonson Co.	8/9/2021	12	7.75	4.25
Thomas Luken	Erlanger-Elsmere Ind.	6/22/2021	8	7.75	0.25
Sandy Mosser	Greenup Co.	8/31/2021	12	10.75	1.25
Sherry Barnes	Hardin Co.	9/7/2021	12	6	6
Chad Evans	Lewis Co.	10/11/2021	12	3.5	8.5
Terry Mills	Marion Co.	10/14/2021	12	12	2
Deborah Spalding	Marion Co.	6/3/2021	12	8.25	3.75
Ricky Pennington	Morgan Co.	12/9/2021	12	2.5	9.5
Mark Vinson	Murray Ind.	7/18/2021	8	5	3
Andrea Neikirk	Oldham Co.	9/16/2021	12	9.5	2.5
Brandy Sutton	Robertson Co.	8/12/2021	12	5.25	6.75
Tammie Mann	Simpson Co.	12/6/2021	12	0	12
Pamela Slone	Spencer Co.	4/15/2021	12	8	4
Nancy Whitely	Spencer Co.	8/23/2021	12	9.5	2.5
Thomas Chad Hagan	Union Co.	7/16/2021	12	10.5	1.5
Donnie Patrick	Williamsburg Ind.	8/17/2021	12	10	2
Jonathan Trusty	Wolfe Co.	7/17/2021	12	7	5

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.



ATTACHMENT D

LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
**2021 Requirements Not Met Detail**

The following list identifies board members who were not appointed to service after March 1, 2021, and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	2021 Hours Required	2021 Hours Earned	2021 Hours Still Needed
Kathy Reed	Bardstown Ind.	1/1/91	4.0	1.25 Needs 1 Ethics, 1 Finance	2.75
Kandice Wells	Bourbon Co.	11/3/15	12.0	5.0 Needs 1 Ethics, 1 Finance, 1 SE	7.0
Stacy Brantley +	Caldwell Co.	1/1/19	12	11.5 Needs 1.75 Finance	1.75
Miranda Tussey	Carter Co.	6/21/2021	12	5.75 Appointed in June, needed 6 hours, earned 5.75	6.25
Terry Riley	Cumberland Co.	1/1/09	4	0 Needs 1 Ethics, 1 Finance, 1 SE	4
Stephanie Spires	Fayette Co.	2/3/17	12	11	1
BeLinda Henson	Franklin Co.	1/1/11	4	2 Needs 1 Ethics	2
Caleb Deweese	Hickman Co.	1/1/19	12	0 Needs 1 Ethics, 3 Finance, 1 SE	12
Donald Barnes +	Lee Co.	8/17/21	12	3.5 Appointed in August, needed 4 hours, earned 3.5	8.5
Kim Bard	Muhlenberg Co.	1/1/19	12	11.25	0.75
Tim McCormick	Webster Co.	1/1/04	4	1 Needs 1 Ethics	3

+ Member completed hours to cover the shortfall after the 12/31/21 deadline and will need KBE approval to apply them to missing requirements.

ATTACHMENT E

LOCAL SCHOOL BOARD MEMBERS  
**2022 KSBA TRAINING OFFERINGS**

(Included only for informational purposes as this plan received approval in 2020)

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>Annual Conference</b>	15.00	Louisville	February 25-27
<b>KSBA Webinar Trainings</b>	8.00	Virtual	Monthly
<b>Federal and State Law Update</b>	9.00	Virtual	June
<b>Summer Leadership Institute</b>	10.00	Lexington	July 15-16
<b>Regional Meetings</b>	1.25	12 Regions	Aug.-Nov.
<b>Winter Symposium</b>	12.00	Louisville	December 9-10

**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
- 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)

ATTACHMENT F

LOCAL SCHOOL BOARD MEMBERS  
2023 KSBA TRAINING OFFERINGS

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>Annual Conference</b>	15.00	Louisville	Feb. 24-26
<b>KSBA Webinar Trainings</b>	8.00	Virtual	Monthly
<b>Federal and State Law Update</b>	3.00	Virtual	June
<b>Summer Leadership Institute</b>	9.50	Lexington	July 14-15
<b>KSBA Regional Meetings</b>	1.25	12 Locations Statewide	Sept.-Nov.
<b>Winter Symposium</b>	12.00	Louisville	December 8-9

**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  
 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)