

KENTUCKY DEPARTMENT OF EDUCATION STAFF NOTE

Topic: Amendment to 704 KAR 3:406, Superintendent training program and assessment process

Date: October 2025

Action Requested: ☐ Review ☐ Action/Consent ☒ Action/Discussion

Held In: ☒ Full Board ☐ State Schools ☐ United We Learn

SUMMARY OF ISSUE BEFORE THE BOARD:

To take action on proposed amendment to 704 KAR 3:406, Superintendent training program and assessment process.

COMMISSIONER'S RECOMMENDATION:

The Commissioner recommends that the Kentucky Board of Education (KBE) approve the amendment to 704 KAR 3:406, Superintendent training program and assessment process.

APPLICABLE STATUTE OR REGULATION:

KRS 156.111

BACKGROUND:

Existing Policy:

KRS 156.111 mandates that the Kentucky Department of Education establish a superintendent training program and assessment center and that the Kentucky Board of Education adopt administrative regulations to govern the training content, number of hours, assessments, and work products for successful completion of the training and assessment center process. The amendment updates the superintendent training program and assessment center process to align with the statutory requirements that were updated in 2014.

Summary of Issue:

Any individual hired for the first time as a superintendent in a Kentucky public school district must successfully complete the Superintendent Training and Assessment Program within two years of starting the position.

This program is designed for professional growth and includes the following:

1. Superintendent Training Modules
2. Executive Coaching and Mentoring
3. Comprehensive Superintendent Assessment

Superintendent Training Modules: The training modules are no less than forty-two (42) and no more than seventy-two (72) hours in length and provide high-quality instruction delivered by a facilitator and approved by the Kentucky Department of Education on each of the following topics:

- Core concepts of leadership and quality practices
- Effective implementation of school-based decision making
- Kentucky school law
- Kentucky school finance and budgeting
- School curriculum and assessment
- Instructional leadership
- School improvement
- Community and board relations
- Effective communication
- Educator ethics

Executive Coaching and Mentoring: Each superintendent will be paired with a mentor who has prior experience as a Kentucky public school superintendent. This mentor will provide guidance and support throughout the training and assessment program. Additionally, each superintendent will receive executive coaching from an individual with experience as a Kentucky public school superintendent.

Comprehensive Superintendent Assessment: To complete the program, each candidate must demonstrate proficiency on the comprehensive superintendent assessment for each of the topics required in the superintendent training modules. Each candidate's performance will be evaluated through performance-based projects, portfolios, or capstones which include a collection of work products demonstrating a candidate's knowledge of each of the topics required in the superintendent training modules, and ability to apply that knowledge to efficiently and effectively solve problems as a superintendent.

If a candidate possesses past experience that situates the candidate to likely demonstrate proficiency on the comprehensive superintendent assessment for a particular topic prior to completing training on that topic in the superintendent training modules, the candidate may request an exception from participating in that particular training.

However, if such an exception is granted, the total superintendent training hours required for the candidate will not be reduced. The candidate can pursue additional training in alternative topics within the modules equal to the hours of the training topic for which an exception is granted, which may include specialized additional training provided by a facilitator.

Budget Impact:

The Kentucky Department of Education will continue to expend \$200,000 annually to fund the superintendent training program and assessment center in keeping with current program expenses.

GROUPS CONSULTED AND BRIEF SUMMARY OF RESPONSES:

The regulation will go before the Local Superintendents Advisory Council at its September 23, 2025 meeting.

CONTACT PERSON(S):

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Commissioner of Education

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