

## KENTUCKY DEPARTMENT OF EDUCATION (KDE) STAFF NOTE

**Topic:** Local Board Member In-Service Training

**Date:** June 2026

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

**Held In:** Full Board State Schools United We Learn

### **SYNOPSIS OF WHAT YOU WILL BE SHARING:**

The Kentucky School Boards Association (KSBA) will provide a report of training offered to local board members in 2025, 2025 Exceptions (i.e. board members who did not complete required training), and the 2027 Training Plan.

### **COMMISSIONER'S RECOMMENDATION:**

The Commissioner recommends approval of the 2025 Report, 2025 Exceptions, and 2027 Training Plan.

### **APPLICABLE STATUTE OR REGULATION:**

KRS 160.180 and 702 KAR 1:116.

### **BACKGROUND:**

#### *Existing Policy:*

KRS 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 three years of district board service; eight hours during each of the four through seven 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, open meetings/open records, and superintendent evaluation as follows:

For board members with 0-8 years of experience, annual training shall include a minimum of:

- One (1) hour of ethics each year;
- One (1) hour of open meetings and open records training within the first twelve (12) months of initial service and at least once every four (4) years thereafter.

Training topics for members under this subsection with less than two (2) years of consecutive service shall include:

- Three (3) hours of finance within the first two (2) years of service;
- One (1) hour of superintendent evaluation within the first two (2) years of service.

For board members with more than 8 years of experience, annual training shall include a minimum of:

- One (1) hour of ethics training each year;
- One (1) hour of open meetings and open records training at least once every four (4) years.

*Summary of Issue:*

The following items are attached:

- Attachment A: Local School Board Members In-Service Training 2025 Summary Report;
- Attachment B: Local School Board Members 2025 KSBA Training Offered;
- Attachment C: Local School Board Members In-Service Training 2025 Requirements Not Met Summary;
- Attachment D1: Local School Board Members In-Service Training 2025 Requirements Not Met Detail – Members Appointed After March 1, 2025;
- Attachment D2: Local School Board Members In-Service Training 2025 Requirements Not Met Detail – Members Not Appointed;
- Attachment E: Local School Board members 2026 KSBA Training Offerings (for information only); and
- Attachment F: Local School Board Members 2027 KSBA Training Plan.

Additionally, the board should be aware that 702 KAR 1:116 provides in Section 3: “Failure to Acquire Training: 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 in-service training set forth in KRS 160.180 and this administrative regulation shall be transmitted by the department 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 a Brief Summary of Responses:*

KSBA collects and keeps corresponding records, and shall be the provider of eight (8) hours of annual district board member in-service training for school board members, except the KSBA shall be the provider of four (4) hours of training for board members who are required to complete four (4) hours of annual in-service training. Board members may acquire remaining hours of required training from either the KSBA or other providers as described in 702 KAR 1:116, Section 2(2). 702 KAR 1:116 requires the KSBA to submit the following to the Kentucky Board of Education for review and approval: (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 2027 (Attachment F).

**CONTACT PERSON(S):**

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**Commissioner of Education**

**GOALS/PRIORITIES:** Indicate all applicable options.

<input type="checkbox"/> Foster Educational Innovation Through Vibrant Learning Experiences
<input checked="" type="checkbox"/> Advance Educational Excellence Through Continuous Professional Improvement
<input type="checkbox"/> Cultivate Collaborative Partnerships
<input type="checkbox"/> Legislation
<input type="checkbox"/> Commissioner’s Management