

## Georgia State Board of Education

### Training Program Requirements for Members of Local Boards of Education

#### And Members of Local Education Agencies (LEAs)

#### Statutory Overview

By statute, the State Board of Education is required to adopt a training program for members of local boards of education by July 1, 2011 and may periodically adopt revisions to such training program as it deems necessary (20-2-230(b)(1)).

Also by statute, within three months of adoption by the State Board of Education of a training program, each local board of education and each governing board of other local units of administration shall adopt a training program for members of such boards that includes, as a minimum, such training program and requirements established by the State Board of Education and must incorporate any revisions adopted by the State Board into the local training program within three months of such adoption (20-2-230 (2)).

#### Training Program Provisions

1. Training requirements:
  - a. Newly elected members of local boards of education shall participate, as a minimum, in 15 hours of training within one year of taking office. Newly elected members may participate in such training for new board members after being elected as a member and before being sworn in to the post. At least---
    - i. five hours of such training shall be in school finance and budgeting provided by the Finance and Budget Office of the Georgia Department of Education, and
    - ii. three hours of such training shall be training in accordance with the whole board governance team training provision.
    - iii. three hours of training shall be in a local district orientation session held within 60 days after the member's election or appointment. The purpose of the local orientation is to familiarize new board members with local board policies, board procedures, district goals and local board budget. A minimum of one hour of training under this subpart, and in addition to the hours required in subpart i. above, shall be in school finance and budgeting and shall be focused on the district's most recent audit, financial statements and budget. {The local superintendent, board chair and the local chief financial officer should conduct the district orientation.}
  - b. Board members with one or more years of board service shall participate, as a minimum, in nine hours of training annually. Three of the nine required training hours shall include the whole board governance team training provision. Board members with a break in service of more than one year shall be considered new board members for training purposes.
  - c. Whole Board Governance Team training, as a minimum of three hours, shall be conducted annually. The purpose of such training is to enhance the effectiveness of the

governance team and to assess the continuing education needs of the board and superintendent. The assessment of needs shall be based on the State-Board adopted standards for local school governance and shall be used to plan the locally adopted board training program.

- d. Local board member training shall adhere to the locally adopted board training program required under 20-2-230 (2).
    - i. Each local board member training program must include training curricula aligned with SBOE governance standards for local boards. (SBOE Rule: 160-5-1-.36)
    - ii. All required board member training shall be conducted by Training Providers approved by the State Board of Education. {Exception is local district orientation conducted by local superintendent, board chair and the local chief financial officer}
    - iii. Local boards and individual members may also participate in additional training based on identified needs.
    - iv. The board chair shall receive training related to leadership duties of a board chair as some portion of the annual requirement.
2. Training content for credit hours:
    - a. Training credit hours will be awarded only on approved content aligned with the SBOE governance standards for local boards.

3. Training Providers:

- a. Training Provider Rationale:

The State Board of Education has adopted “SBOE governance standards for local boards” as the basis for local school board member training. The approved Training Providers will conduct local school board member training utilizing curricula aligned with SBOE governance standards for local boards and which meet identified areas for improvement as submitted in local boards’ training program. (20-2-230 (2)) and (SBOE Rule: 160-5-1-.36)

- b. Training Providers wishing to provide local board member training must be approved by the State Board of Education. To be considered for such approval, Training Providers shall provide to the Department the following:
  - i. Overview of the individual(s) or entity wishing to provide training
  - ii. Experience in providing local school board training with references
  - iii. Instructors’ qualifications
  - iv. Name(s) of training course(s)
  - v. Length of training course(s)
  - vi. Syllabus, which includes standard(s) to which each course is aligned
  - vii. Probable delivery method for delivery of content (whole board, large or small group, virtual, etc.)
  - viii. Proposed location(s) of training course(s)
  - ix. Fees (if any) to be charged for each training course
  - x. Participant evaluations of each training course
  - xi. List of local board members who participate in each training course

- xii. Assurance that trainer will not provide training to local board members who are immediate members of the trainer's family without obtaining prior approval from the State School Superintendent or his designee. For the purpose of this assurance, immediate family members shall include a spouse, child, sibling, parent, or the spouse of a child, sibling or parent.

4. State Department of Education Provisions:

- a. The Department of Education will:
  - i. Receive verification of the adopted local board of education training program plan
  - ii. Approve Training Providers and courses for training credit
  - iii. Develop reports and procedures to confirm local board of education member attendance at approved courses for awarding training credit hours. This will include developing an evaluation form for local board members to evaluate their training.
  - iv. Periodically review the school board training program requirements and make recommendations for improvement
  - v. Within three months of the required verification date of the local board training program plan publish the approved Training Providers and courses approved for training credit
    - 1. *{NOTE: Item ii and v should be completed by July 1, 2011 for the initial year of implementation and completed by April 1 for the following years. This will allow three months for the local boards to plan their board member training program.}*
  - vi. Report to the State Board of Education annually on compliance of the training program requirements by members of local boards of educations and LEAs.

## Summary Chart for Required School Board Training July 1, 2011

<b>Minimum Training Requirements for Local School Board Members</b>	<b>Newly Elected Board Members (within one year of taking office)</b>	<b>Board members with one or more years of board service (annually)</b>
School finance and budgeting	Six hours required. Five from training provided by the Finance and Budget Office of the Georgia Department of Education. In addition, one hour to be included in local district orientation focused on the local district's most recent audit, financial statement and budget.	As identified in Local Board Training Program Plan
Local district orientation and additional training credit courses aligned with SBOE adopted "Standards"	Three hours in district orientation training (see above for hour on district finances) and four hours required from approved training credit course(s) by DOE approved providers.	Six hours required annually from approved training credit course(s) by DOE approved providers.
Whole Board Governance Team Training on identified credit courses as reported in LBOE Annual Training Plan	Three hours required from approved credit courses by DOE approved providers.	Three hours required from approved credit courses by DOE approved providers.
<b>Total Required Training Hours</b>	<b>Fifteen Hours within one year of taking office</b>	<b>Nine Hours annually</b>

The effective date of this adoption is July 1, 2011.