



KY SCHOOL BOARDS KEYS TO SUCCESS

2024 School Board Training Guide

KSBA provides the Commonwealth’s 857 local school board members with options for meeting their annual state-mandated training requirements: in-person conferences, webinars, regional meetings, onsite in-district seminars, self-study curriculum, etc. As Kentucky’s leading advocate and resource for public school boards, KSBA strives to equip board members with the keys to success for actively championing public education and increasing student achievement in your districts.

This training guide highlights the state-mandated board training topics to be offered over the next 12 months (Ethics, Finance and Superintendent Evaluation), as well as a summary of scheduled events. Please note that, in addition to the state-mandated topics, KSBA will also once again offer a broad variety of elective training topics throughout the year, including many at the association’s three major conferences. Topics and descriptions for all conference sessions and webinars, including electives, will be made





available when registration opens for those respective events. The training guide includes:

- List of state-mandated board training topics to be offered at 2024 conferences.
- Schedule of state-mandated board training topics to be offered as webinars.
- “New Board Member Express” training opportunities (recommended for board members in their first term of service).
- KSBA Academy of Studies program courses, topics and events.
- Preview of 2024 board training opportunities on elective topics.
- Explanation of state-mandated board training requirements.

State-mandated topics key

E	Ethics Training	17 sessions (19.75 hours of training)
F	Finance Training	29 sessions (32.25 hours of training)
S	Superintendent Evaluation	15 sessions (17 hours of training)
	New Board Member Express (recommended for board members in their first terms)	


2024 ANNUAL CONFERENCE (March 1 - 3) The Galt House Hotel, Louisville

Course #	Course Title	Training Credit	Academy of Studies Credit	State-Mandated Topic
ETH 100	Board leadership essentials - Your public image	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
ETH 101	Breaking terrible board habits - Part I	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
ETH 102	Breaking terrible board habits - Part II	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
ETH 104	Ethical governance in a divisive era	1.00 hrs.	N/A	E
ETH 106	Ethics and school board service: Black, white, and grey	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
ETH 111	The core of good school board governance: Adopting higher level practices	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
ETH 115	Introduction to school board ethics for new board members	1.00 hrs.	N/A	E 
FIN 100	Board leadership essentials - Your public image	1.00 hrs.	Level IV/V elective credit if taking FIN 100/FIN 109/FIN 112 in pre-conference block	F
FIN 102	Finance II: Dollars and sense	1.25 hrs.	Level II required course / Level III required topic / Level I/II/III elective credit	F
FIN 103	Finance III: Dollars and decisions	1.25 hrs.	Level III required course / Level III required topic / Level I/II/III elective credit	F
FIN 106	How to get a good night's sleep as a board member	1.00 hrs.	Level IV/V elective credit if taking FIN 106/FIN 108/FIN 113 in pre-conference block	F
FIN 108	Making sense of dollars: Presenting financial information to non-financial audiences	1.00 hrs.	Level IV/V elective credit if taking FIN 106/FIN 108/FIN 113 in pre-conference block	F
FIN 109	Monitor the budget by asking the right questions	1.00 hrs.	Level IV/V elective credit if taking FIN 100/FIN 109/FIN 112 in pre-conference block	F
FIN 110	School board fiscal responsibilities: Driving success through informed decisions - Part IA	1.25 hrs.	Level I required course / Level III required topic / Level I/II/III elective credit	F
FIN 111	School board fiscal responsibilities: Driving success through informed decisions - Part IB	1.25 hrs.	Level I required course / Level III required topic / Level I/II/III elective credit	F
FIN 112	SEEK - What you need to know	1.00 hrs.	Level IV/V elective credit if taking FIN 100/FIN 109/FIN 112 in Pre-conference block	F
FIN 113	Setting tax rates made easy	1.00 hrs.	Level IV/V elective credit if taking FIN 106/FIN 108/FIN 113 in pre-conference block	F
FIN 115	The biggest piece of the budget pie: Salaries and benefits	1.25 hrs.	Level III required topic / Level I/II/III elective credit	F
FIN 119	Introduction to school finance for new school board members	1.00 hrs.	N/A	F 
SEV 101	Essentials of effective evaluations	1.25 hrs.	Level II required topic / Level I/II/III elective credit	S
SEV 102	Introduction to superintendent evaluation	1.25 hrs.	Level II required topic / Level I/II/III elective credit	S 
SEV 103	KSBA superintendent evaluation	1.25 hrs.	Level II required topic / Level I/II/III elective credit	S
SEV 105	Superintendent evaluation: Exploring the seven standards	1.25 hrs.	Level II required topic / Level I/II/III elective credit	S
SEV 108	Using formative conversations to improve superintendent evaluation	1.25 hrs.	Level II required topic / Level I/II/III elective credit	S
SEV 108	Using formative conversations to improve superintendent evaluation pre-conference session	1.00 hrs.	N/A	S
SEV 111	Introduction to superintendent evaluation for new school board members	1.00 hrs.	N/A	S 

2024 SUMMER LEADERSHIP INSTITUTE (July 19-20) Holiday Inn University Plaza/Sloan Convention Center, Bowling Green

Course #	Course Title	Training Credit	Academy of Studies Credit	State-Mandated Training Credit
ETH 103	Effective board meetings: The public face of school board governance	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
ETH 105	Ethics and the school board meeting	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
FIN 100	Board member's dashboard: Numbers board members should know	1.25 hrs.	Level III required topic / Level I/II/III elective credit	E
FIN 108	Making sense of dollars: Presenting financial information to non-financial audiences	1.25 hrs.	Level III required topic / Level I/II/III elective credit	F
FIN 109	Monitor the budget by asking the right questions	1.25 hrs.	Level III required topic / Level I/II/III elective credit	F
FIN 110	School board fiscal responsibilities: Driving success through informed decisions - Part IA	1.00 hrs.	Level IV/V elective credit if taking FIN 110/FIN 111/FIN 115 in bonus session block	F
FIN 111	School board fiscal responsibilities: Driving success through informed decisions - Part IB	1.00 hrs.	Level IV/V elective credit if taking FIN 110/FIN 111/FIN 115 in bonus session block	F
FIN 115	The biggest piece of the budget pie: Salaries and benefits	1.00 hrs.	Level IV/V elective credit if taking FIN 110/FIN 111/FIN 115 in bonus session block	F
SEV 108	Using formative conversations to improve superintendent evaluation	1.25 hrs.	Level II required topic / Level I/II/III elective credit	S

2024 WINTER SYMPOSIUM (Dec. 6-7) Location TBD

Course #	Course Title	Training Credit	Academy of Studies Credit	State-Mandated Topic
ETH 107	Legal & ethical considerations for school board members - Part I	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
ETH 108	Legal & ethical considerations for school board members - Part II	1.25 hrs.	Level I required topic / Level I/II/III elective credit	E
FIN 101	Capital funds	1.25 hrs.	Level III required topic / Level I/II/III elective credit	F
FIN 104	Fraud - Are you at risk?	1.25 hrs.	Level III required topic / Level I/II/III elective credit	F
FIN 105	How much do your site based allocations cost?	1.25 hrs.	Level III required topic / Level I/II/III elective credit	F
FIN 106	How to get a good night's sleep as a board member	1.25 hrs.	Level III required topic / Level I/II/III elective credit	F
FIN 119	Introduction to school finance for new school board members	1.25 hrs.	Level III required topic / Level I/II/III elective credit	F 
SEV 106	Superintendent evaluation: Setting and meeting goals	1.25 hrs.	Level II required topic / Level I/II/III elective credit	S

In keeping with KSBA's 2024 theme of **"Keys to Success,"** each of KSBA's three conferences will incorporate a unique focus. Members can still expect a wide variety of session offerings, but special emphasis will be placed on issues pertaining to good governance, leadership and student achievement.



State-mandated topic webinar series

For the convenience of school board members, see below for a listing of board training opportunities to be offered August – October on the state-mandated topics of Ethics, Finance and Superintendent Evaluation.



Key tip: Consider completing some of your state-mandated topics by webinar. In doing so, school board members gain the flexibility to participate in more elective topic sessions during conferences, freeing them up to attend sessions that align more closely with the unique challenges in their districts.

These webinars count for 1 hour of board training credit in the designated state-mandated topic. Access to a recorded version of the webinar will be made available to all registrants in the days following the live event. Advanced registration and credit card payment is required.

2024 State-mandated Topic Webinar Series				
Date / Time (ET)	Course #	Course Title	Training Credit	State-Mandated Topic
Monday, Aug. 5 (6:30 – 7:30 p.m.)	ETH 112	The ethical edge: School board members and their constituents	1.00 hrs.	E
Tuesday, Aug. 20 (1 – 2 p.m.)	FIN 113	Setting tax rates made easy	1.00 hrs.	F
Thursday, Aug. 29 (9:30 – 10:30 a.m.)	SEV 101	Essentials of effective evaluations	1.00 hrs.	S
Thursday, Sept. 5 (9:30 – 10:30 a.m.)	FIN 114	State revenue calendar	1.00 hrs.	F
Tuesday, Sept. 17 (1 – 2 p.m.)	ETH 113	The ethics of school board service	1.00 hrs.	E
Monday, Sept. 23 (6:30 – 7:30 p.m.)	SEV 108	Using formative conversations to improve superintendent evaluations	1.00 hrs.	S
Monday, Oct. 14 (6:30 – 7:30 p.m.)	FIN 115	The biggest piece of the budget pie: Salaries and benefits	1.00 hrs.	F
Tuesday, Oct. 22 (1 – 2 p.m.)	SEV 105	Superintendent evaluation: Exploring the seven standards	1.00 hrs.	S
Thursday, Oct. 31 (9:30 – 10:30 a.m.)	ETH 114	Financial conflicts of interest	1.00 hrs.	E

New Board Member Express webinar series



Beginning in 2024, KSBA is enhancing the ways we onboard new school board members. We are excited to announce the launch of our expanded New Board Member Express program. In addition to this training guide, any newly elected/appointed school board members will receive materials and instructions for participating in a special training track for the first year. Advanced registration and credit card payment is required.

Key tip: You do not need to be brand new to board service to participate. All board members who are currently anywhere within their first term of service will also be invited to complete this new board member training track if they so choose.

This track will introduce (or reintroduce) members to the world of school board training and help them learn about all the supports provided by KSBA. KSBA's New Board Member Express features a special series of webinars:

2024 New Board Member Express Webinar Series				
Date / Time (ET)	Course #	Course Title	Training Credit	State-Mandated Topic (if applicable)
Tuesday, April 2 (9:30 – 10:30 a.m.)	ETH 115	Introduction to school board ethics for new board members	1.00 hrs.	E
Monday, April 8 (1 – 2 p.m.)	FIN 119	Introduction to school finance for new board members	1.00 hrs.	F
Thursday, April 18 (6:30 – 7:30 p.m.)	POL 100	The board's policy making role	1.00 hrs.	
Tuesday, April 23 (Noon – 1 p.m.)	SBM 100	Introduction to school board meetings for new board members	1.00 hrs.	
Tuesday, May 7 (9:30 – 10:30 a.m.)	BMD 101	Roles and responsibilities of effective boards and board members	1.00 hrs.	
Monday, May 13 (1 – 2 p.m.)	SBM 100	Introduction to school board meetings for new board members	1.00 hrs.	
Thursday, May 23 (6:30 – 7:30 p.m.)	SEV 111	Introduction to superintendent evaluation for new board members	1.00 hrs.	S
Thursday, May 30 (Noon – 1 p.m.)	BMD 100	Congratulations! You made the team	1.00 hrs.	
Tuesday, June 4 (Noon – 1 p.m.)	ETH 115	Introduction to school board ethics for new board members	1.00 hrs.	E
Monday, June 10 (1 – 2 p.m.)	FIN 119	Introduction to school finance for new board members	1.00 hrs.	F
Thursday, June 20 (9:30 – 10:30 a.m.)	LGI 100	Legal orientation 1	1.00 hrs.	
Tuesday, June 25 (5:30 – 6:30 p.m.)	POL 100	The board's policy making role	1.00 hrs.	
Tuesday, July 2 (6:30 – 7:30 p.m.)	BMD 101	Roles and responsibilities of effective boards and board members	1.00 hrs.	
Monday, July 8 (Noon – 1 p.m.)	LGI 100	Legal orientation 1	1.00 hrs.	
Thursday, July 18 (9:30 – 10:30 a.m.)	SEV 111	Introduction to superintendent evaluation for new board members	1.00 hrs.	S
Tuesday, July 23 (1 – 2 p.m.)	BMD 100	Congratulations! You made the team	1.00 hrs.	

Academy of Studies

KSBA's Academy of Studies is a voluntary training and recognition program designed to assist board members in obtaining continuing education while satisfying the legal requirements for annual state-mandated school board training. It provides a framework that helps direct members' efforts and recognizes their commitment to leadership development.

Participants will not only gain the knowledge, skills and abilities shared by outstanding school board members across the state, they will also be publicly recognized for their progress toward completion of the program. Think of it like an honors program for school board members, whereby members advance through the program by completing specific training opportunities and by participating in KSBA events.

In order to receive Academy of Studies credit, Level I/II/III session must be 1.25 hours and Level IV/V sessions must be 3.00 hours.

See below for a summary of the Academy of Studies required courses and topics available at 2024 KSBA conferences. A full Academy of Studies catalog is available at ksba.org/AcademyofStudies.aspx.

Academy of Studies Required Courses and Topics by Event			Annual Conference	Summer Leadership Institute	Winter Symposium
Level I	Staff/Media/Community Relations	Required Topic		x	
	Ethics	Required Topic	x	x	x
	Student Achievement	Required Topic			x
	School Board Meetings	Required Topic	x		
	BMD 100 - Congratulations! You made the team	Required Course			x
	FIN 110 - School board fiscal responsibilities: Driving success through informed decisions - Part I	Required Course	x		
	FIN 111 - School board fiscal responsibilities: Driving success through informed decisions - Part II	Required Course	x		
	POL 100 - The board's policy making role	Required Course	x		
Level II	School Facilities	Required Topic	x		
	Board/Superintendent Relations	Required Topic		x	
	Employee Relations/School Personnel	Required Topic	x		
	Student Assessment	Required Topic			x
	Superintendent Evaluation	Required Topic	x	x	x
	Student Learning/Support Services	Required Topic			x
	School Safety/Discipline	Required Topic			x
	Superintendent Selection	Required Topic	x		
	SBM 101 - Leading effective meetings: A board's guide to parliamentary procedure	Required Course	x		
	FIN 102 - Finance II: Dollars and sense	Required Course	x		
LGI 101 - Legal Orientation I	Required Course	x			
Level III	Curriculum/Instruction	Required Topic			x
	Student Health & Wellness	Required Topic			x
	Finance	Required Topic	x	x	x
	Liability Issues/Insurance/Risk Management	Required Topic	x		
	Legislative Issues/Current Topics	Required Topic	x		
	Leadership Through Teamwork	Required Topic		x	
	Legal Issues	Required Topic	x		
	FIN 103 - Finance III: Dollars and decisions	Required Course	x		
	SFN 100 - A look in the mirror: Board member self evaluation	Required Course		x	
Level I/II/III 1.25 hour electives	Elective Credit	x	x	x	
Level IV	Exemplary Leadership Strategies	Required Topic		x	
Level V	Level IV/V 3 hour electives	Elective Credit	x	x	x

Additional (elective topic) training opportunities

In addition to state-mandated topic sessions provided during the association's major conferences and webinars, KSBA offers a variety of training opportunities on elective topics. All are relevant to school board members, but many may also be of interest to district administrators such as superintendents, assistant superintendents, finance officers, board attorneys, etc.

2024 Learn and Earn webinar series

KSBA's Learn and Earn webinar series offers relevant topics each month as easy opportunities to earn state-mandated training. While information is presented through the lens of school board service, Learn and Earn webinars are open to anyone in your district.

Sessions are scheduled for noon – 1 p.m. (ET) on the second Wednesday of each month (March – December) and count for **1 hour** of state-mandated school board training credit. Access to a recorded version of the webinar will be made available to all registrants in the days following the live event. Topics will be announced beginning in February. Dates for this year's series may be found below. Advanced registration and credit card payment is required.

2024 Learn and Earn Webinar Dates		
March 13	July 10	Nov. 13
April 10	Aug. 14	Dec. 11
May 8	Sept. 11	
June 12	Oct. 9	

2024 Federal and State Law Update

KSBA's annual Federal and State Law Update is a 3-hour virtual conference hosted each spring. This training is recommended for school board members, superintendents, assistant superintendents, board attorneys, school/district administrators, finance officers, etc. The agenda, presented by knowledgeable legal and policy staff, includes an in-depth legislative session recap, board policy and procedure updates, recent open meetings and open records decisions, case law developments and federal updates.

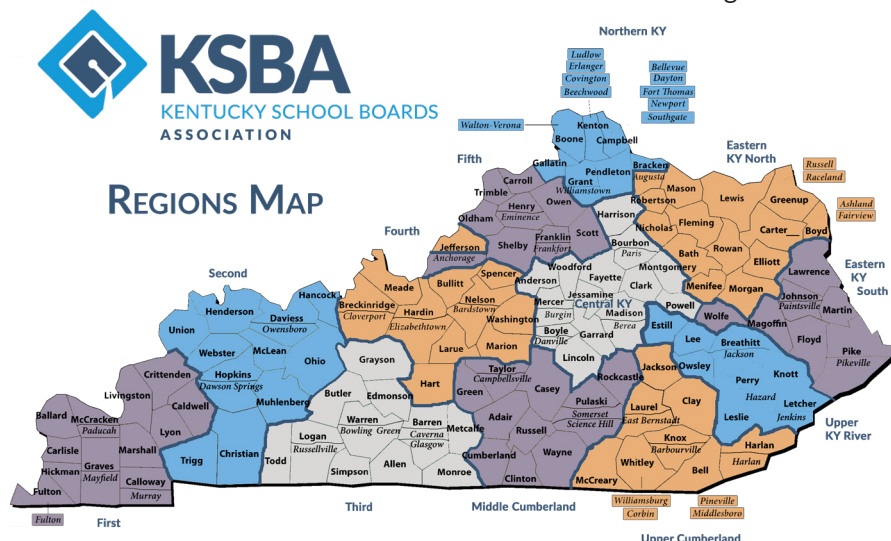
The 2024 law update will be held from 9 a.m. to noon (EST) via zoom on **Thursday, June 6**.

Participants are eligible for 3 hours of state-mandated school board training credit. Likewise, the training is traditionally good for CLE credit (attorneys) and EILA credit (administrators). For board members, the training qualifies for Level IV/V elective credit in KSBA's Academy of Studies. Advanced registration and credit card payment is required

2024 Regional Meetings

Each fall, beginning in late August and concluding in early November, KSBA's 12 regional directors host regional meetings for association members, superintendents, district staff and friends of education. KSBA's regional meeting tour of the state allows members to train together in closer proximity to the communities they serve. These short format programs offer an evening of networking and board training in a setting ideal for addressing issues tailored to particular areas of the state. Dinner is provided to registered attendees (billed by the host district). Attendees may earn 1.25 hours of state-mandated school board training credit as an elective topic.

Specific times, locations and registration instructions will be provided to members through their respective regional directors. Invitations will be sent approximately 5-6 weeks ahead of each meeting.



State-mandated school board training requirements

School board members in Kentucky are required by state law (702 KAR 1:116, KRS 156.031, KRS 156.070, KRS 160.180) to earn a minimum number of training hours each year. The number of required hours depends on the number of uninterrupted years of board service.

For school board members who began service prior to Jan. 1, 2015, based on years of service:

- 0-3 years | 12 hours of annual training
- 4-7 years | 8 hours of annual training
- 8-plus years | 4 hours of annual training

For members seated on or after Jan. 1, 2015:

- 0-7 years | 12 hours of annual training
- 8-plus years | 8 hours of annual training

Kentucky statute requires a set number of state-mandated training hours in specific topics. Based on years of service, board members must meet the following annual training requirements:

- 0-3 years | 3 hours of school finance; 1 hour of ethics; 1 hour of superintendent evaluation
- 4-7 years | 2 hours of school finance; 1 hour of ethics; 1 hour of superintendent evaluation
- 8-plus years | 1 hour of school finance; 1 hour of ethics; 1 hour of superintendent evaluation every other year

Pursuant to legislation passed in 2020, members of a local school board may also be subject to 6 hours of charter school authorizer training, should the district receive a charter application.

In-district and self-study training opportunities

Members of KSBA's Board Team Development staff are available on a limited basis to provide in-district options for state-mandated board training. To schedule an in-district training opportunity for members of your board team, please complete the In-district Training Request Form, available at ksba.org/InDistrictTraining.aspx. Staff can work with boards to customize onsite training seminars in specific areas of interest.

On the rare occasion when board members are unable to complete their annual state-mandated school board training requirements at conferences, webinars or through in-district training, self-study materials may be available. Please note that self-study options are limited and credit will only be awarded once for each training module over the entire length of board member service. KSBA cannot guarantee that modules will be available, so it is imperative for members to monitor their board training hour needs closely throughout the year. Self-study training information is available at ksba.org/Self-StudyCredit.aspx.

Fees for in-district and self-study training options vary.

Key tip: Tracking your state-mandated school board training hours is easier than you might think. School board members can access an online school board training report that provides their training hour totals for the year to date as well as current progress in KSBA's Academy of Studies program: ksba.org/portalresources.aspx.

Questions about board training?

Contact KSBA's Board Team Development office:

KSBA Board Team Development
(800) 372-2962
training@ksba.org
ksba.org

