

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD

OPEN MEETINGS ACT
TRAINING

Not later than the 90th day after taking the oath of office, each Board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the Board and its members under the Government Code Chapter 551(Texas Open Meetings Act).

The Attorney General may provide the training and may also approve other acceptable sources of training.

The School shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the Board to complete the training does not affect the validity of an action taken by the Board.

Gov't Code 551.005

PUBLIC INFORMATION
ACT TRAINING

Not later than the 90th day after taking the oath of office, each Board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the Board and its officers and employees under of the Government Code Chapter 552 (Public Information Act). A Board member may designate a public information coordinator to satisfy the training for the Board member if the public information coordinator is primarily responsible for administering the responsibilities of the Board member or Board under the Public Information Act. *Gov't Code 552.012*

GOVERNOR'S
REQUIRED TRAINING
FOR NEW BOARD
MEMBERS

The Governor's office requires newly appointed Board members to attend a seminar designed to acquaint appointees with the roles and responsibilities of their positions, with the resources available to them in carrying out these responsibilities, and with the Governor's philosophy and priorities.

Appointees will receive information directly from the Governor's Appointment office. A minimal fee will be charged to cover the registration, meals, parking and seminar materials. This fee will be directly billed to the School.

SBOE-REQUIRED
TRAINING

Each Board member must complete any training required by the State Board of Education (SBOE). *Education Code 11.159*

The continuing education required under Education Code 11.159 applies to each member of the Board and consists of orientation sessions, an annual team building session with the Board and Superintendent, and specified hours of continuing education based on identified needs. It is desirable that the entire Board shall participate in continuing education programs together. *19 TAC 61.1(b), (i)*

The SBOE's framework for governance leadership [see BBD(EXH)] shall be distributed annually by the Board president to all current Board members and the Superintendent. *19 TAC 61.1(a)*

No continuing education shall take place during a Board meeting unless that meeting is called for the delivery of Board member continuing

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education. Continuing education may take place before or after a legally called Board meeting in accordance with Government Code §551.001(4) (definition of meeting). *19 TAC 61.1(c)*

Annually, the SBOE shall commend those Board-Superintendent teams that receive at least eight hours of continuing education in the continuing education section at Team Building and Annual Continuing Education below as an entire Board-Superintendent team. *19 TAC 61.1(k)*

VERIFICATION

For each training described below, the provider of continuing education shall provide verification of completion of Board member continuing education to the individual participant and to the participant's school district. The verification must include the provider's authorization or registration number. *19 TAC 61.1(h)*

REPORTING

At the last regular Board meeting before an election of officers, the Board president shall announce the name of each Board member who has completed the required continuing education, who has exceeded the required continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each Board member's appointment of the Board. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any Board member under SBOE rule. The minutes of the last regular Board meeting before the election of Board officers must reflect whether each trustee has met or is deficient in meeting the training required for the Board member as of the first anniversary of the date of the Board member's appointment. The president shall cause the minutes to reflect the announcement and if the minutes reflect that a member is deficient in training as of the anniversary of his or her joining the Board, the School shall post the minutes on the School's Internet website within ten business days of the meeting and maintain the posting until the member meets the requirements. *Education Code 11.159*

ORIENTATION
TO TSD

Each new Board member shall participate in the orientation to TSD within one year before or 120 days after the Board member's appointment. The purpose of this orientation is to familiarize new Board members with local Board policies and procedures and School goals and priorities. The orientation shall be at least three hours in length for each new Board member and, in addition to topics chosen by the School, shall address School practices in curriculum and instruction, business and finance operations, campus operations, Superintendent evaluation, and Board member roles and responsibilities.

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Any sitting Board member may attend or participate in the orientation session.

19 TAC 61.1(b)(1)(A)

Each Board member should be made aware of the continuing education requirements of 19 Administrative Code 61.1 and those of the following:

1. Open meetings act in Government Code 551.005 [see Open Meetings Act Training above];
2. Public information act in Government Code 552.012 [see Public Information Act Training above]; and
3. Cybersecurity in Government Code 2054.5191 [see CQB].

EDUCATION
CODE
ORIENTATION

A sitting Board member shall receive a basic orientation to the Education Code and relevant legal obligations. The orientation shall have special but not exclusive emphasis on statutory provisions related to governing the School. The orientation shall be delivered by regional education service centers and shall be no less than three hours in length. Topics shall include Chapter 26 (Parental Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction).

NEW MEMBERS

A newly appointed Board member shall receive the Education Code orientation within the first 120 days of service.

CURRENT
MEMBERS

The Education Code orientation shall be open to any sitting Board member who chooses to attend.

19 TAC 61.1 (b)(1) (B)

LEGISLATIVE
UPDATES

After each session of the Texas Legislature, each Board member shall receive an update to the basic orientation to the Education Code from a regional education service center or any registered provider. A Board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an update. 19 TAC 61.1(b)(1)(C)

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess

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learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

TEAM BUILDING

Annually, the entire Board shall participate with the Superintendent in a team building session facilitated by a regional education service center or any registered provider. The team building session shall be at least three hours in length.

The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. The session shall include a review of the roles, rights, and responsibilities of the Board as outlined in the framework for governance leadership. The assessment of needs shall be based on the framework for governance leadership [see BBD(EXHIBIT)] and shall be used to plan continuing education activities for the governance leadership team for the year.

19 TAC 61.1(b)(2)

ANNUAL
CONTINUING
EDUCATION

In addition to the continuing education requirements at Orientation and Team Building above, each Board member shall receive additional continuing education on an annual basis in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD(EXHIBIT)] The continuing education may be provided by a regional education service center or other registered provider. *19 TAC 61.1(b)(3)*

At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with the School. No more than one hour of the required continuing education that is delivered by the School may use self-instructional materials. *19 TAC 61.1(h)*

FIRST YEAR

In their first year of service, Board members shall receive at least ten hours of continuing education in fulfillment of assessed needs. Up to five of the required ten hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(3)(A)

SUBSEQUENT
YEARS

Following the first year of service, Board members shall receive at least five hours of continuing education annually in fulfillment of assessed needs. A Board member may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(3)(B)

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BOARD PRESIDENT	<p>A Board president shall receive continuing education related to leadership duties of the Board president as some portion of the annual requirement. 19 TAC 61.1(b)(3)(C)</p>
EVALUATING STUDENT ACADEMIC PERFORMANCE	<p>Each Board member shall complete continuing education every two years on evaluating student academic performance.</p> <p>The purpose of the training is to provide research-based information to Board members that is designed to support the oversight role of the Board outlined in Education Code 11.1515. [See BAA]</p> <p>19 TAC 61.1(b)(4)</p>
AUTHORIZED PROVIDER	<p>A member may complete the training at a regional education service center or through another authorized provider. Education Code 11.159(d)</p> <p>An authorized provider for training on evaluating student academic performance is a provider who is registered pursuant to 19 Administrative Code 61.1(f) and has demonstrated proficiency in the content required [see Contents, below]. 19 TAC 61.1(b)(4)(C)</p>
TIME FOR COMPLETION	<p>An appointee may complete the training up to one year before the member is appointed.</p> <p>If a newly appointed Board member did not complete this training in the year preceding the member's appointment, the member must complete the training within 120 days after appointment.</p>
CONTENTS	<p>The training on evaluating student academic performance shall be at least three hours in length and include, at a minimum, the following:</p> <ol style="list-style-type: none"> 1. Instruction in School Board behaviors correlated to improved student outcomes with emphasis on inputs, outcomes, and collaborative student outcome goal setting; 2. Instruction in progress monitoring to improve student outcomes with emphasis on progress monitoring practices, formative assessments, interim assessments, and summative assessments; and 3. Instruction in accountability with emphasis on the Texas Essential Knowledge and Skills, STAAR and MAP assessment instruments. <p>If the training is attended by the entire Board and its Superintendent, includes a review of the School data on student achievement, and otherwise meets the requirements described at Team Building above, the training may serve to meet a Board member's obligation to receive training described as Team Building and at Evaluating Student Academic Performance, above, as long as the training complies with the Texas Open Meetings Act.</p> <p>19 TAC 61.1(b)(4)</p>

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IDENTIFYING AND
REPORTING ABUSE

Each Board member shall complete continuing education on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children in accordance with Education Code 11.159(c)(2).

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed Board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The training shall be completed every two years and shall be at least one hour in length.

The training must familiarize Board members with the requirements of Education Code 38.004 and 38.0041, and 19 Administrative Code 61.1051 (relating to Reporting Child Abuse or Neglect, Including Trafficking of a Child).

The training required by this provision shall include, at a minimum:

1. Instruction in best practices of identifying potential victims of child abuse, human trafficking, and other maltreatment of children;
2. Instruction in legal requirements to report potential victims of child abuse, human trafficking, and other maltreatment of children; and
3. Instruction in resources and organizations that help support victims and prevent child abuse, human trafficking, and other maltreatment of children.

The training sessions shall be provided by a registered provider.

This training may be completed online, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(7)

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