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## EXPLANATION: BOARD TRAINING AND DEVELOPMENT

MSBA has moved the information regarding state-required training from policy BBBA to this policy and has expanded the policy to address all forms of Board training.

MSBA is frequently asked what the consequences are when a Board member does not obtain state-mandated training. Failure to follow the law is a misdemeanor under § 162.091, RSMo., although that statute is not routinely enforced. The Missouri School Improvement Program Resource Standards require all Board members to be trained; therefore, lack of training could impact an accreditation review. MSBA is required to annually provide the Missouri Department of Elementary and Secondary Education (DESE) a list of the Board members who have fulfilled the training requirement.

A School Board cannot legally remove a Board member from the Board if he or she does not obtain training, but the Board can impose some consequences, such as removing a Board member from committees or prohibiting him or her from representing the full Board. MSBA has added some of these consequences to the policy.

MSBA strongly supports Board education and development and has provided Board training for more than 50 years. For more information on the programs MSBA offers to individual Board members and full Boards, go to MSBA's website at <http://www.msbanet.org/>.

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

X	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## ~~NEW BOARD MEMBER ORIENTATION~~ BOARD TRAINING AND DEVELOPMENT

~~Each new Board member shall be given an orientation program under the direction of the superintendent. Included shall be an updated copy of the *Policies and Procedures of the Camdenton R-III School District*, the budget, the latest annual report, and such other documents as the superintendent deems essential to the operation of the district. The superintendent shall set aside such time as is necessary to answer any questions arising from the study of these documents, and shall cooperate fully in assisting the new member to become an informed and active Board member.~~

~~Within one year of their election or appointment, new Board members will complete at least 16 hours of orientation and training in a program presented by the Missouri School Boards' Association or approved by the State Board of Education. The Board strongly believes that Board development and ongoing education on the Board's roles and responsibilities results in a stronger education institution and sets a good example for district employees and students. All Board members are expected to complete legally required training and participate in additional learning opportunities throughout their years of Board service.~~

### **New Board Member Orientation**

The superintendent and Board president will provide each new Board member with training and resources necessary for the new member to understand and actively participate in Board service from the beginning. New Board members will be provided access to the district's Comprehensive School Improvement Plan, district policies, the budget and all other governing documents. In addition, new members will be provided the district's most recent Annual Performance Report, test scores and other information regarding the district's performance. The Board president and superintendent shall set aside such time as is necessary to answer any questions arising from the study of these documents and shall cooperate fully in assisting the new member to become an informed and active Board member.

### **Legally Required Training**

Board members initially elected or appointed after August 28, 1993, are required by law to successfully complete 16 hours of orientation and training requirements within one year of the date of the election or appointment. In accordance with law, the training must be provided by a statewide association organized for the benefit of members of boards of education or approved by the State Board of Education. The district will pay for the necessary travel expenses associated with this training.

Board members who fail to complete this training are in violation of state law and could impact the district's accreditation review process. For this reason, any Board member who fails to complete the required training will be removed from Board committees and will not be allowed to hold a Board

office or represent the full Board as an official spokesperson or otherwise in the community unless excused by the Board. In extreme circumstances where the Board member willfully refuses to complete the training, the Board may inform the public of the Board member's refusal to follow the law.

**Individual Board Training and Education**

Board members are encouraged to seek out opportunities to learn by attending conferences and meetings, participating in webinars and online learning opportunities, and reading books and publications relevant to Board service. The Board will annually designate part of the annual budget for costs associated with these learning opportunities. The Board president and superintendent may periodically recommend or forward education opportunities to Board members.

**Full Board Training**

The Board will periodically designate training opportunities for the full Board. The Board strongly encourages the participation of all Board members. All Board members are encouraged to identify areas of improvement for the Board to focus on and request training that may be beneficial to the entire Board.

**Board Member Expectations**

Board members are expected to be good stewards of taxpayer dollars. When district funds are used to register a Board member in a conference or learning opportunity and pay for travel expenses, the Board member is expected to fully participate and may be required to provide a report to the full Board regarding the information received. If a Board member fails to attend a learning opportunity, fails to cancel a registration in time for the district to receive a full refund of expenses incurred or otherwise causes the district to incur excess fees or expenses, the Board may require the Board member to fully reimburse the district and may refuse to pay future fees or expenses on behalf of the Board member until reimbursement is received. Exceptions will be made in emergency situations.

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 08/08/1994

Revised:

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Cross Refs: DLCA, Travel Expenses

MSIP Refs: Resource Standards for Missouri Public School Districts, G-7

Legal Refs: §§ 162.091, 203, RSMo.

Camdenton R-III School District, Camdenton, Missouri

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