

**RULES
OF
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-01-02
ADMINISTRATIVE RULES AND REGULATIONS**

0520-01-02-.11 SCHOOL BOARD TRAINING.

- (1) Approval of Training Courses.
- (a) Local school board member training courses (“Training Courses”) shall be approved by the State Board.
 - (b) Training hours will be recognized only for Training Courses approved by the State Board in accordance with this rule.
 - (c) The State Board shall appoint a School Board Training Advisory Committee (“Advisory Committee”) responsible for evaluating and recommending Training Courses for approval. The Advisory Committee shall include a member of the State Board of Education, the Executive Director of the State Board or his/her designee, the Commissioner of Education or his/her designee, and at least one (1) local school board member. The Advisory Committee may also include others appointed by the State Board for terms designated by the State Board.
 - (d) The Advisory Committee shall evaluate proposed Training Courses and recommend Training Courses for approval to the State Board. The Advisory Committee shall require prospective course providers to submit an application for Training Course approval to the Advisory Committee by February 15 prior to the fiscal year in which the course will be offered. The application for Training Course approval shall include, but is not limited to, the following information:
 - 1. Name of the prospective course provider (individual(s), entity, or LEA);
 - 2. Experience of the prospective course provider in providing school board member training;
 - 3. Instructor qualifications;
 - 4. Title, proposed agenda, and length of Training Courses;
 - 5. Intended audience for the courses (New Board Members and/or Experienced Board Members);
 - 6. Description of content to be delivered and learning objectives;
 - 7. Description of instructional strategies, activities, and presentation materials;
 - 8. Method of delivery of training course content (webinar, in-person, etc.);
 - 9. Fees, if any, to be charged;

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10. Methods used to evaluate the achievement of stated learning objectives and course provider effectiveness; and
 11. If an LEA proposes Training Courses for approval, the proposal shall state whether the Training Courses are restricted to members of the LEA's Board of Education or if Training Courses will be open to any Board of Education member who wishes to participate.
- (e) Training Courses that meet the requirements of this rule and are recommended by the Advisory Committee for approval shall be submitted annually by the Advisory Committee to the State Board for approval.
1. The Advisory Committee shall submit recommended Training Courses for approval to the State Board no later than April 15 prior to the fiscal year in which the course will be offered.
 2. Training Courses recommended by the Advisory Committee and approved by the State Board shall be included in State Board Local School Board Member Training Policy 2.100.
 3. Training Course approvals are valid for three (3) years, unless the provider indicates the course is proposed for a shorter period of time.
 4. Approved Training Course providers shall notify State Board staff if any changes to information outlined in subparagraph (1)(d) are made to approved Training Courses during the approval period. State Board staff shall determine if re-approval by the State Board is required as a result of the changes.
- (f) When submitting recommended Training Courses for approval to the State Board, the Advisory Committee shall include a summary of the reasons for the approval recommendation.
- (2) Training Requirements.
- (a) Training Requirements for New Board Members. Newly elected or newly appointed members of a local board of education ("New Board Members") shall, at a minimum, participate in twenty-one (21) hours of training during their first year in office. The twenty-one (21) hours shall include fourteen (14) hours of orientation Training Courses covering topics outlined in subparagraph (2)(a)(1). The remaining seven (7) hours shall be selected from any additional approved Training Course(s). All required training hours shall be completed within twelve (12) months of joining the local board of education.
1. Orientation Training Course Content. New Board Members shall complete orientation Training Courses covering the following topics:
 - i. Education's governance structure;
 - ii. School data and finance;
 - iii. Communication and engagement;
 - iv. Board policies;
 - v. Strategic planning;

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- vi. School law;
 - vii. Board/Director of Schools relations;
 - viii. Board/staff relations;
 - ix. Board/student relations;
 - x. Tennessee open meetings and open records requirements; and
 - xi. Conflict of interest and ethics.
- (b) Training Requirements for Experienced Board Members. Experienced local school board members with one (1) or more years of service on a local board of education with no break in service ("Experienced Board Members") shall, at a minimum, complete seven (7) hours of training each fiscal year.
- 1. Training Course Content. Experienced Board Members shall select any approved Training Course(s) to meet the required seven (7) hours each fiscal year.
 - 2. Local school board members who are re-elected to a local board of education with no break in service shall be considered Experienced Board Members for training purposes.
- (3) School Board Member Stipends and Monitoring.
- (a) Local school board members may receive a stipend for completing approved Training Courses, subject to available funding. The Department of Education may be responsible for administration of any stipend payments utilizing state funds.
 - (b) The Department of Education shall be responsible for monitoring local school board member compliance with these rules. Approved Training Course providers shall provide a list to the Department of Education of all local school board members who have completed approved Training Courses during the fiscal year. This report shall be submitted to the Department of Education by July 15 following each fiscal year.

Authority: T.C.A. § 49-2-202 (a)(6). **Administrative History:** Original rule certified June 10, 1974. Amendment filed June 10, 1974; effective July 10, 1974. Amendment filed June 30, 1975; effective July 30, 1975. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment and new rule filed October 15, 1979; effective January 8, 1980. Amendment filed April 14, 1980; effective May 28, 1980. Amendment filed November 13, 1981; effective January 20, 1982. Amendment filed January 2, 1986; effective April 15, 1986. Amendment filed May 23, 1986; effective June 27, 1986. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed September 22, 2015; effective December 21, 2015.