

**TITLE 210. STATE DEPARTMENT OF EDUCATION  
CHAPTER 20. STAFF**

**SUBCHAPTER 23. SCHOOL BOARD MEMBERS**

**210:20-23-3. Requirements for new school board member training**

(a) **Definitions.** The following words and terms, when used in this subchapter, shall have the following meaning:

(1) **"Approved instruction"** means instruction provided through workshops for the purpose of meeting the school board member instruction and continuing education requirements set forth in 70 O.S. §§5-110 and 5-110.1. Workshops providing instruction to qualify for credit pursuant to this Section and 210:20-23-4 shall include all in-state workshops, seminars, conferences, and/or conventions that are conducted by the State Department of Education, the Oklahoma Department of Career and Technology Education, the Oklahoma State School Boards Association, and all approved local professional development programs of the board member's district. Other programs must have joint prior approval in writing by the State Department of Education and the Oklahoma Department of Career and Technology Education. Requests for such approval must be in writing.

(2) **"Incumbent school board member"** means an individual who currently serves as a member of a district school board by either election or appointment and who also served as a school board member through either election or appointment to the term immediately prior to the current term of office.

(3) **"New school board member"** means an individual who has been elected or appointed to serve as a member of a district school board and who has not been previously appointed or elected to serve as a school board member to the term immediately prior to the current term for which the member has been elected or appointed.

(b) **Training for new school board members.** Within fifteen (15) months after the date of election or appointment, each new school board member shall complete at least twelve (12) hours of approved instruction on education issues that meet all of the following requirements: within 15 months of election:

(1) ~~Two hours~~ At least one (1) hour on public school finance and reporting including public school finance and/or, if appropriate, Career Technology finance;

(2) ~~Two hours~~ At least one (1) hour on the Oklahoma Open Meeting/Open Records Act/Open Records Act and Oklahoma Open Meeting Act;

(3) ~~One hour on new state and federal laws and their impact on local school districts;~~

(4) ~~At least one (1) hour on ethics; and, duties, and responsibilities of school board members;~~

(5) ~~Two hours on legal issues impacting local school districts;~~

(6) ~~One hour on school employment and due process law;~~

(7) ~~Two hours of specific instruction on the Individuals with Disabilities Education Act (IDEA); and~~

(8) ~~At least nine (9) hours of approved instruction in other educational issues in the following areas: One hour~~

(A) Legal issues impacting local school districts;

(B) School employment and due process law;

- (C) New laws;
- (D) Special education law; or
- (E) Additional hours of instruction in legal issues related to topics set forth in (1) through (3) of this subsection, provided that no hour of instruction shall be counted more than once to meet the required twelve (12) hours of new board member instruction. ~~on~~ educational issues.

**(c) Refresher training for incumbent school board members.** Within fifteen (15) months after the date of election or appointment, each incumbent school board member shall complete at least six (6) hours of approved instruction that meets all of the following requirements:

- (1) At least one (1) hour of instruction in public school finance and/or, if appropriate, Career Technology finance;
- (2) At least one (1) hour of instruction on the Oklahoma Open Records Act and the Oklahoma Open Meeting Act;
- (3) At least one (1) hour of instruction on ethics; and
- (4) At least three (3) hours of approved instruction in other educational issues in the topics referenced in this subsection and/or in (b)(1) through (b)(4) of this Section, provided that no hour of instruction shall be counted more than once to meet the required six (6) hours of training required by this subsection.

**(d) Short-term appointments of incumbents.** Incumbent school board members who hold their seats by appointment for less than fifteen (15) months prior to the date of the next election shall be excused from the six (6) hour refresher training requirement in (c) of this Section upon proof that all other training requirements of 70 O.S. §5-110 and any applicable continuing education requirements of 70 O.S. 5-110.1 were met during the incumbent's previous term.

**(e) Carry over of excess approved instruction credits.** Any hours of approved instruction in excess of the requirements of this Section that have been earned during a school board member's current term of office may be applied toward the continued education requirements of 70 O.S. §5-110.1, provided that:

- (1) No excess hours of approved instruction shall be permitted to carry over into a subsequent term of office; and
- (2) No hour of instruction shall be counted more than once to meet any of the training requirements set forth in this Section or in 210:20-23-4.

#### **210:20-23-4. Requirements for continuing education; certificates; costs**

**(a) Continuing education requirements.** In addition to the training requirements set forth in 210:20-23-3, every new and incumbent school board member elected to a full term of office of three (3) years or more shall meet the continuing education requirements set forth in 70 O.S. 5-110.1(A) as follows:

- (1) Members elected to a full term of three (3) years or more shall be required to attend a minimum of nine (9) hours of continuing education;
- (2) Members elected to a full term of four (4) years or more shall be required to attend a minimum of twelve (12) hours of continuing education; and
- (3) Members elected to a full term of five (5) years or more shall be required to attend at least fifteen (15) hours of continuing education.

**(b) Approved instruction.** Workshops which qualify for credit shall include all in-state workshops, seminars, conferences, and/or conventions that are conducted by the State Department of Education, the Oklahoma Department of Career and Technology Education, ~~State~~

~~Department of Vocational and Technical Education~~, the Oklahoma State School Boards Association and all approved local professional development programs of the board member's district. Other programs must have joint prior approval in writing by the State Department of Education and the Oklahoma Department of Career and Technology Education. ~~State Department of Vocational and Technical Education~~. Requests for such approval must be in writing.

(b) **Certificates of completion.** School board members who complete any approved workshop shall receive a certificate of completion at the end of the workshop. Copies of the certificate shall be forwarded to the State Department of Education by the director of the workshop. Upon completion of local professional development workshops, copies of the certificate, signed by the professional development coordinator, shall be forwarded by the board president or designee to the State Department of Education.