**Individual School Board Member Report**

Each individual board member may use this report to track progress for their term.

Do not send this to the State Department of Education.

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| **Part 1.** |  |  |
|  | Required Topics for **New** or **Appointed Members**  | Required Hours | My Record |
|  |  |  |  |
| **New Members** have 15 months (February this year through May of next year) to obtain these hours. (70 O.S. 5-110)**Appointed Members** begin at the date of appointment and have 15 months to obtain these hours. (70O.S. 5-110) |
|  |
| 1. | School Finance and reporting |  2 Hours | \_\_\_\_Hours -Workshop date\_\_\_\_\_\_ |
| 2. | Oklahoma Open Meeting/Open Records Act |  2 Hours | \_\_\_\_Hours -Workshop date\_\_\_\_\_\_ |
| 3. | New state and federal laws |  1 Hour | \_\_\_\_Hours -Workshop date\_\_\_\_\_\_ |
| 4. | Ethics, duties, and responsibilities |  1 Hour | \_\_\_\_Hours -Workshop date\_\_\_\_\_\_ |
| 5. | Legal issues |  2 Hours | \_\_\_\_Hours -Workshop date\_\_\_\_\_\_ |
| 6. | School employment and due process law |  1 Hour | \_\_\_\_Hours -Workshop date\_\_\_\_\_\_ |
| 7. | Specific instruction on Individuals with Disabilities Act (IDEA) |  2 Hours | \_\_\_\_Hours -Workshop date\_\_\_\_\_\_ |
| 8. | Educational issues |  1 Hour | \_\_\_\_Hours -Workshop date\_\_\_\_\_\_ |
|  Required Total | 12 hours | My total Hours \_\_\_\_\_\_\_ |

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| **Part 2.** |  |
| **All Board Members** are required by law to have Continuing Education hours. These hours are based on your board term not the amount of years you serve. Each member must obtain the hours prior to filing for re-election in November. (70 O.S. 5-110) |
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|  | Continuing Education for **All Board Members** | Required Hours |  |
| 1. | For a 3 year term  |  9 Hours |  |
| 2. | For a 4 year term |  12 Hours |  |
| 3. | For a 5 year term or a 7 year term |  15 Hours |  |
| My Record |
|  | Workshops attended for Continuing Education | Hours Awarded |
| 1. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
| 2. | Date\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
| 3. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
| 4. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
| 5. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
| 6. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
| 7. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
| 8. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
| 9. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_Hours |
|  | My total Continuing Education Hours | \_\_\_\_\_\_\_ |