

## SCHOOL BOARD MEMBER WORKSHOP (and/or 1<sup>st</sup> Yr. Supt. Training)

Attached you will find the request for approval to offer required trainings in a number of areas for First Year Superintendents or School board members.

This request is submitted **once per year** for the offering organization with the following assurances:

1. The training conducted for points will take place during the time frame of approved status. See 70 O.S. §5-110.
2. The training will adhere strictly to the topics listed to be counted for points.
3. Sign in verification with signatures will be sent to the State Department of Education Accreditation division for recordkeeping.
4. Sign-in forms should include the Name of the presenter, presenter organization, name of the district affiliation, trainee name, email address, date, time and location of training, duration of training, the points earned for the training and the associated registration cost for the participant. (found on the Accreditation webpage)
5. Agendas of training should be sent along with the sign in sheets.
6. One point will be awarded for each hour of training.
7. The SDE Accreditation division will be notified of all trainings. Email notification with the training **agenda** is required 24 hours prior to training. Email to [Jason.pittenger@sde.ok.gov](mailto:Jason.pittenger@sde.ok.gov)
8. SDE personnel may audit trainings free of cost without prior notification.

A **New** school board member elected or appointed must complete **12** hours of instruction from topics listed below and their attendance must be completed within 15 months after the date elected or appointed. An **Incumbent** is a school board member elected to a second consecutive term (or greater) of the same school board seat, with no break in service. An Incumbent must complete **6** hours of instruction from the topics listed below within 15 months after the date of their election or appointment.

### TOPICS

**1 HOUR Requirements for each of the following:** Public School Finance, Ethics / Ethics Issues, Oklahoma Open Records / Open Meetings Act

**9 HOURS Requirement among the following:** Legal Issues, School Employment / Due Process, Special Education, Legislative Update (New Laws), Legal Issues of School Finance

Continuing Education is required for any New or Incumbent board member elected to a full term after 1/1/14, **in addition to their first 15 month training hours**. Appointees may take continuing education in any approved topics as desired.

3 year term= 9 hours

4 year term= 12 hours

5 year term= 15 hours

See 70 O.S. §5-110.1.

Following approval by SDE, the organization will receive a copy of the approval form.

**Failure to follow the assurances listed above will result in a 3-year non-approval period.**

Please email Jason Pittenger [Jason.pittenger@sde.ok.gov](mailto:Jason.pittenger@sde.ok.gov) if you have questions.

Oklahoma State Department of Education  
**SCHOOL BOARD MEMBER WORKSHOP (and/or 1<sup>st</sup> Yr. Supt. Training)**  
**Request for Approval**

Organization (or school district) sponsoring workshop: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact person for workshop: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Delivery method of training:  Online  Direct Instruction

<b><i>Check the box for type of training the organization will be providing throughout the year:</i></b>	
<b>NEW/INCUMBENT School Board Member Training</b>	
<input type="checkbox"/> School finance and reporting <input type="checkbox"/> Oklahoma Open Meeting/Open Records Act <input type="checkbox"/> New state and federal laws and their impact on local school districts <input type="checkbox"/> Ethics, duties, and responsibilities of school board members <input type="checkbox"/> Legal issues impacting local school districts <input type="checkbox"/> School employment and due process law <input type="checkbox"/> Specific instruction on the Individuals with Disabilities Education Act (IDEA) <input type="checkbox"/> Educational issues	
<b>AND/OR</b>	
<input type="checkbox"/> CONTINUING EDUCATION School Board Member Training <input type="checkbox"/> FIRST YEAR SUPERINTENDENT Training (various hours)	

***24 hour notice required prior to EVERY TRAINING – Agenda & Sign-in sheets must be sent to Accreditation following each training !!***

**Return to: Jason Pittenger**  
 State Department of Education  
 2500 North Lincoln Boulevard, Suite 210  
 Oklahoma City, OK 73105-4599 [jason.pittenger@sde.ok.gov](mailto:jason.pittenger@sde.ok.gov)

FOR OKLAHOMA STATE DEPARTMENT OF EDUCATION USE ONLY	
<b>WORKSHOP PROVIDER</b>	<input type="checkbox"/> New/Incumbent School Board Member Training
<b>APPROVED FOR</b>	<input type="checkbox"/> Continuing Education Training/1 <sup>st</sup> Yr. Supt. Training
_____ Authorized Signature	_____ Date
DATES APPROVED FROM: ____/____/____ THROUGH ____/____/____	