



SECTION I: BOARD OF EDUCATION POLICY 1160

BOARD MEMBER TRAINING AND CONTINUING EDUCATION

Purpose: The purpose of this policy is to describe the initial training and continuing education requirements for the members of the Broken Arrow Public Schools Board of Education.

If a board member has not met the following requirements within the allotted time, the local board shall declare the seat of such member vacant and shall fill the vacancy according to law.

1. A school district elector who is elected or appointed to be a member of the Broken Arrow Public Schools Board of Education prior to January 1, 2014, shall obtain instruction on education issues within the first 15 months of election or appointment in accordance with rules promulgated by the State Board of Education. Except as provided in subsection B of this policy, at the time a school district elector files a notification and declaration of candidacy for the office of Broken Arrow Public Schools Board membership or is appointed to be a member of the Broken Arrow Public Schools Board on or after January 1, 2014, the elector shall agree and pledge in writing that, within 15 months of election or appointment as a member of the Board, the member will complete at least 12 hours of instruction on education issues, in the following areas: school finance; legal issues, which include but are not limited to employment, due process, new laws, the Oklahoma Open Records Act and the Oklahoma Open Meeting Act; and duties and responsibilities, which include but are not limited to special education and ethics, of District Board members. Each elector shall agree and pledge in writing to complete at least one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open meeting Act and one (1) hour of instruction in ethics. The remaining hours may be satisfied by attending a two-day workshop to be held by the State Department of Education or by attending workshops, seminars or classes that address the above-mentioned subject matter, and which are sponsored by any organization approved by the State Board of Education, including, but not limited to institutions of higher education.
2. When an incumbent Board member files a notification and declaration of candidacy for reelection to the Board of Education, the incumbent shall be required to agree and pledge in writing that, upon reelection, the member will complete six (6) hours of instruction within 15 months of election, including one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open meeting Act and one (1) hour of instruction in ethics. The remaining hours may be satisfied by attending a workshop, class or seminar addressing the education issues set forth in subsection 1. of this policy.
3. Upon completion of the workshop(s) described in subsections 1. and 2., the member's certificate of completion will be included in the public records of the Board's minutes.



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4. Any member of the Board of Education or any individual elected, certified as the elected member by the county election board, but not sworn in and seated as a member of the Board of Education at the time of a workshop, who attends and successfully completes a workshop as required by subsection 1. or 2. of this policy, shall be reimbursed for expenses incurred that are itemized and documented for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the State Travel Reimbursement Act.
5. **In addition to** the workshop requirements described above, every member of the Board of Education elected to a full term of office shall have requirements being: Complete 9 hours during a full 3-year term, 12 hours during a full 4-year term, or 15 hours during a full 5-year or 7-year term, completed during any full term of office, to be completed prior to the date to file for reelection. The continuing education courses, workshops, seminars, conferences and conventions that will satisfy these requirements will be approved jointly by the State Department of Education and the State Department of Career and Technology Education.
6. Failure by a Board member to satisfy education requirements shall result in the ineligibility of the member to serve on the Board of Education for a period of 5 years.
7. Any member of the Board of Education who attends and completes a course that satisfies in part or in full the requirements of this policy shall be reimbursed by the School District for expenses incurred.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
 Broken Arrow Board of Education policy revised, February 27, 2012.
 Broken Arrow Board of Education policy revised, April 1, 2013.
 Broken Arrow Board of Education policy revised, October 7, 2013.