

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Board Member Development</b>	<b>Descriptor Code:</b> <b>B-120</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>10/24</b>	<b>Revised:</b> <b>5/22</b>

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**LOCAL LEA TRAINING/ORIENTATION**

The Board Chair or his or her designee and the Director of Schools shall arrange and conduct an orientation for new Board members no later than thirty (30) days after members take office.

It shall be the responsibility of the Director of Schools to provide to each new Board member a copy of the Board’s Policy Manual and other appropriate materials to acquaint them with the operation of the school system and Board service.

**STATE TRAINING REQUIREMENTS FOR NEW BOARD MEMBERS**

Beginning July 1, 2022, newly elected Board members shall participate in at least 21 hours of training during the first year in office, including 14 hours of Orientation Training covering topics outlined below:<sup>1</sup>

1. Education’s governance structure (including the roles and responsibilities of the State Board of Education, Department of Education, and the Public Charter School Commission);
2. School data and finance;
3. Communication and engagement;
4. Board policies;
5. Strategic planning;
6. School law;
7. Board/Director of Schools relations;
8. Board/staff relations;
9. Board/student relations;
10. Tennessee open meetings and open records requirements; and
11. Conflict of interest and ethics.

**STATE TRAINING REQUIREMENTS FOR EXPERIENCED BOARD MEMBERS**

Beginning July 1, 2022, experienced Board members with one or more years of service, shall complete a minimum of seven (7) hours of training each fiscal year.<sup>1</sup>

Experienced Board Members shall select any approved Training Course(s) to meet the required seven (7) hours each fiscal year.

**MONITORING**

The Tennessee Department of Education shall be responsible for monitoring local school board member compliance with these rules.

1 By July 15 of each year, approved Training Course providers shall provide a list to the Department of  
2 Education of all local school board members who have completed approved Training Courses during the  
3 fiscal year.  
4

5 If a local school board member is unable to complete all required training hours due to an unanticipated  
6 hardship, the Commissioner of Education may grant a one-year reduction in the number of hours required  
7 upon receiving an explanation of the hardship and request for reduction from the Board. If a New Board  
8 Member is granted a reduction by the Commissioner, any orientation Training Courses not completed  
9 shall be made up in the following year.  
10

11 Until June 30, 2022, local school board members shall comply with Training Course requirements  
12 through participation in the School Board Academy program administered by the Department of  
13 Education.  
14

### 15 **PROFESSIONAL DEVELOPMENT**

16

17 Board members shall participate in activities designed to improve their knowledge and skills as members  
18 of a policy-making body.  
19

20 In order to control both the investment of time and funds necessary to implement this policy, the Board  
21 establishes these principles and procedures for its guidance:  
22

- 23 1. A calendar of School Board conferences, conventions and workshops shall be maintained by the  
24 Board secretary and provided to each member. The Board will regularly identify which meetings  
25 should be attended and the benefits which would be derived from participation;  
26
- 27 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a  
28 whole shall retain the authority to approve or disapprove the participation of members in planned  
29 activities;  
30
- 31 3. Reimbursement to Board members for their travel expenses shall be in accord with the travel  
32 expense policy for staff members;<sup>1</sup>  
33
- 34 4. When a conference, convention or workshop is not attended by the full Board, those participating  
35 may be asked to share information, recommendations and materials from the meeting; and  
36
- 37 5. The public shall be kept informed through the Board of Education webpage and press releases to  
38 news media about the Board's continuing in-service education and programs anticipated for short-  
39 and long-range benefits to the schools.  
40

41 The Board regards participation in local, state and national conferences provided by professional  
42 associations and subscription to publications addressing Board related concerns as appropriate types of  
43 activities and services under this policy.  
44  
45  
46  
47  
48  
49  
50

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49

---

Legal References:

1. TRR/MS 0520-01-02-.11.
2. T.C.A. § 49-2-202(A)(6).
3. T.C.A. § 49-2-2001.

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*