



## Timing of Training

**If a new board member completes their initial 18 ½ hours of training, do they also need to complete the refresher training in the first year of the term?**

No. Refresher training is only required for each subsequent year of the board member's term.

**What is the deadline for completing the refresher training?**

The law states that a board member must complete one hour of Refresher training each term year. Unless appointed to fill out a partial term, a term year is April to April.

**Is a board member required to complete refresher training in the final year of their term if they are not planning to file for re-election ?**

The law does not address this specifically, nor does it allow for any exceptions. The law states that board members must complete Refresher training each year after the first year initial training. MSBA tracks it by term year (April 1 – March 31).

## Content of Training

**Can board members view MUSIC's video (Safe Schools Safety and Compliance Training) that is used for staff training to satisfy the board member refresher training requirement?**

No. The law states that the training "shall be offered by a statewide association organized for the benefit of members of boards of education or be approved by the state board of education." MUSIC or Safe Schools do not meet the requirement.

**Does the Smarter Adults – Safer Children video work for training?**

MSBA is not familiar with the Smarter Adults - Safer Children video. If it is part of the Safe Schools training for staff members, it would not be appropriate for board members who serve in a much different role. Nor does it meet the requirement of who can provide the training as indicated in the previous question response.

**If I attend MSBA's Annual Conference concurrent sessions, can I count any of those as my refresher training?**

Only if the session is stated as Board Member Refresher Training.

**If a board member with new board member training certification has a break in service and then is appointed to fill a vacancy, when are they required to complete Refresher Training?**

Since the law requires annual Refresher training, MSBA interprets this to mean the board member would need to complete Refresher training in the remainder of the term year they were appointed to fill. If elected in the next election, they would also need to complete Refresher training within each year of the term.

**Who can I contact if I have technical problems or questions?**



Email [training@mosba.org](mailto:training@mosba.org)



Phone 573-208-7847



## Training Opportunities

### **Will MSBA offer any one hour refresher training other than the online program?**

MSBA offers in-person Board Member Refresher training at our Summer Summit in June and our Annual Conference in the fall.

### **Is there an online training opportunity for the entire board?**

Yes, your board members may view the training together. Have your Board Secretary or Superintendent register themselves for the Group View option. The individual board members do not need to be registered, but their attendance will be verified in the online program.

### **Will MSBA provide Board Member Refresher training in a district for the entire board?**

MSBA will provide virtual or in-person training for an entire MSBA member board upon request. The cost is the usual board workshop rate of \$150 per hour plus mileage reimbursement if provided in person. Online Refresher training is provided at no cost.

## Compliance and Documentation of Refresher Training

### **How can board members and districts keep track of who has completed the refresher training requirements?**

The board member's transcript in the MSBA Membership Portal reflects any training completed through MSBA. Board Secretaries can access each board member's transcript to verify fulfillment of the requirement.

### **What happens if a board member does not fulfill the refresher training requirement?**

Districts are required to report whether board members have fulfilled training requirements to the Missouri Department of Elementary and Secondary Education (DESE). Training completion is reported in the district Annual Performance Report and is one of the additional factors considered for accreditation. State law (§162.091 RSMo.) states, "Any county clerk, county treasurer, school board member, officer or employee, or other officer, who willfully neglects or refuses to perform any duty imposed upon him by chapters 160 to 168, 170, 171, 177 and 178, or who willfully violates any provision of these chapters, is guilty of a misdemeanor and on conviction shall be punished by a fine of not more than five hundred dollars or by imprisonment in the county jail not to exceed one year." However, MSBA is not aware that anyone has been prosecuted. MSBA Policy BHA states, "...any board member who fails to complete the required training will be removed from board committees and will not be allowed to hold a board office or represent the full board as an official spokesperson or otherwise in the community (e.g. handing out diplomas at graduation) unless excused by the board. In extreme circumstances where the board member willfully refuses to complete the training, the board may inform the public of the board member's refusal to follow the law."