

# Reporting Board Member Training and Carry-Over Calculation

Kathy Ivy, ASBA Database Administrator  
July 14, 2020



# Recap: What Are the Rules?

A member of a local school district board of directors who has served on the board of directors for twelve (12) or more consecutive months shall obtain no less than six (6) hours of training and instruction by **December 31** of each calendar year.

A member of a school district board of directors elected for an **initial or non-continuous** term shall obtain no less than nine (9) hours of training and instruction by **December 31** of the calendar year ***following*** the year in which the member is elected.

# Practical Example

Betty Smith was elected was elected in May of 2017.

She earned 9 hours by December 31, 2018, fulfilling the requirement for new board members.

She earned 6 hours by December 31, 2019, fulfilling the requirement for an existing board member.

She earned 18 hours by December 31, 2020, MORE than fulfilling her requirement.

**What does that mean?**

Betty Smith is the board member everyone hopes to have on their school board!



# Betty Has Carry Over Hours

- Hours of training and instruction obtained in excess of the minimum requirements each year may accumulate and be carried forward through December 31 of the third calendar year following the year in which the hours were obtained.
- Let's look at Betty's CEU Report.

# First Time Logging In?

Visit <https://ams.embr.mobi/Login.aspx?C=NfON>

User name is your school email address. For first time users, your temporary password is temp, all lower case.

You will click on the “People” tab, then each board member name.

Next, click on the CEU tab, then the hyperlink labelled “Printable Report” to access a formatted report.

Access to this function is limited to Administrative Contacts for your district. Email me if you don't have access (kivy@arsba.org).

# Betty Smith's CEU Report

## ASBA Roster of Arkansas School Board Members

### Betty Smith

Elected: 2017

ASBA Region: 8

Board Member, ABC District

123 Anyplace

Anytown, AR 72212

Hm:

Wk:

E-mail:

Superintendent Superintendent, Superintendent

ABC District

123 Anyplace

Anytown, AR 72212

Tel:

Fax:

### Recorded Training Events

#### Inservice Training Events

	Date	ASBA Hrs	State Hrs*
New Board Member Training	10/10/2018	6.00	6.00
Regional Meeting	10/25/2018	3.00	3.00
Annual Conference	12/11/2019	6.00	6.00
ASBA/AAEA Joint Conference	5/24/2020	6.00	6.00
Regional Meeting	10/14/2020	3.00	3.00
Annual Conference	12/9/2020	9.00	9.00

	Number of Events	ASBA Hours	State* Hours
Total	6	33.00	33.00
2020	3	18.00	18.00
2019	1	6.00	6.00
2018	2	9.00	9.00

*ASBA Boardsmanship Awards*

# Another Practical Example

- Roscoe Robertson was elected in November of 2015.
- Roscoe earned 30 hours by December 2016, fulfilling the 9 hour requirement and creating a carry over balance of 21 hours.
- Roscoe didn't earn any hours by December 2017, and used 6 hours to meet his requirement leaving a carry over balance of 15 hours.
- Roscoe didn't earn any hours by December 2018, and used 6 hours of carry over to meet his requirement, leaving a balance of 9 hours
- Roscoe didn't earn any hours by December 2019 and used 6 hours of carry over to meet his requirement.

**How many carry over hours does he have left?**



# ZERO

Carry over hours expire after December 31 of the third calendar year following the year in which the hours were obtained.

# Why do you need to know this?

- Everyone would like to have Betty the Board Member on their local board.
- Roscoe the Board Member will happen, through the person's choices or life circumstances. Your school board members are volunteers and have jobs and lives to attend to which can make getting training a hardship for some people.
- So you can provide this information to your Superintendent and board members for January board meetings and submit this information in Cycle 5 reports. Adding carry over hours will be required in 2021.

# Cycle 5 Board Member Training Hours Report

STATEWIDE INFORMATION SYSTEM 2020-2021

DATABASE SCHEMA

SB  
schoolboardtraining

ID	Element	Name	Type	Size	Values	Cycle
	<b>Key</b>					
SB0010	<b>Fiscal Year</b> – The fiscal year that this reporting cycle represents: For the 2020-2021 reporting year fy must be = 31	fy	Num	2	Table	5
SB0020	<b>Cycle</b> – The reporting cycle for which the data is submitted: 5 = February 15th	cycle	Num	2	Table	5
SB0030	<b>LEA, District/Coop</b> – Local Education Agency, the unique seven-digit number assigned by the ADE to identify individual county, district, and cooperative. The first two digits represent the county, the second two digits represent the district, and the last three digits represent the individual school, for example: 6001002 60 = Pulaski County 01 = Little Rock School District 000 = N/A (zeroes for district)	lea	Alpha	7	Appendix B	5
SB0040	<b>First Name</b> – The school board member's first name.	fname	Alpha	25		5
SB0050	<b>Middle Name</b> – The school board member's middle name.	mname	Alpha	25		5
SB0060	<b>Last Name</b> – The school board member's last name.	lname	Alpha	40		5
SB0070	<b>E-Mail Address of the School Board Member</b> – E-mail address used to communicate with school board member.	sbt_email	Alpha	40		5
SB0075	<b>Current Year Hours of Training for School Board Members</b> – The school board member's total hours of training for the current year.	cur_yr_train_hours	Dec	5,2	###.##	5
SB0076	<b>Carry Over Hours of Training for School Board Members</b> - The school board member's total hours of training carry over from previous years.	carry_yr_train_hours	Dec	5,2	###.##	5
SB0080	<b>Total Hours of Training</b> – The school board member's total hours of training.	tot_hours_train	Dec	5,2	###.##	5
SB0090	<b>Latest Modified Row Date</b> – The last time the school board member's information was updated before Cycle 5.	latest_mod_date	Date	8	MMDDY YYY	5

# Points To Note

- This information will not be retained from year to year or be used for any calculations from year to year.
- School districts will need to calculate carry over hours for any board member who has exceeded the required number of hours.
- School districts are responsible for maintaining records of school board member training, including proof that board members have received:
  - a. Audit Training
  - b. Student Safety & Discipline Training

# School Board Member Carry Over Exercise

For this exercise, you will need the PDF named “Calculation Exercise” that was included in the workshop handout packet for today’s event.

If you did not print the handout, go to <https://arsba.org/training/links/> and scroll down to July 14, 2020: Administrative Professionals Workshop to view the document.

We will break for 5 minutes for you to calculate Gail’s carry over CEU hours.

# Time For A Breakdown



# Gail Grimes CEU Report

## ASBA Roster of Arkansas School Board Members

### Gail Grimes

Elected: 2017

ASBA Region: 8

Board Member, ABC District  
123 Anyplace  
Anytown, AR 72212

Superintendent Superintendent, Superintendent  
ABC District  
123 Anyplace  
Anytown, AR 72212

Hm: Wk:  
E-mail:

Tel: Fax:

### Recorded Training Events

#### Inservice Training Events

	Date	ASBA Hrs	State Hrs*
New Board Member Training	10/10/2017	6.00	6.00
Regional Meeting	10/25/2018	3.00	3.00
Annual Conference	12/11/2019	9.00	6.00
AAEA/ASBA Joint Conference	6/2/2020	4.00	4.00

	Number of Events	ASBA Hours	State* Hours
Total	4	22.00	19.00
2020	1	4.00	4.00
2019	1	9.00	6.00
2018	1	3.00	3.00

*ASBA Boardsmanship Awards*

# Calculating CEU Carry Over

Gail was elected in 2017. As a new board member she needed 9 hours by December 31, 2018. She earned 9 hours fulfilling her requirement.

Gail earned 14 hours in 2019. As an existing board member, she needed 6 hours by December 31, 2019. We use 6 hours for her requirement, leaving 8 carry over hours for 2019.



# Calculating CEU Carry Over Continued

Gail earned 4 hours in 2020. As an existing board member, she needs 6 hours by December 31, 2020. We report the 4 hours earned in 2020. We include the 8 hours carried over from 2019 in Cycle 5 reporting for 2021.

Gail's carry over expires December 31, 2022 if not used prior to that date.

# Be Proactive

Look at CEU reports for your board members!

The lack of national conferences in 2020 may have a negative impact on their ability to obtain the required number of hours this year.

Share information with your board members about training opportunities offered by ASBA.

# Board Member Training Hour Deficiency

When a board member fails to earn the required number of hours, this creates a deficiency.

A board member who fails to earn enough hours has 30 days from the date of your January board meeting to correct the deficiency.

The board member is barred from participating in any activities beyond board training.

See DESE 005.237 for more information.

# Other Resources for School Board Training

Visit [www.arsba.org](http://www.arsba.org) and click on Training. Scroll down to Online Coursework. Online courses can not be repeated until all courses have been completed. Check your board member's CEU report to see if they have taken an courses.

Courses are available to a member district's school board members. Courses are \$40 per credit hour.

Cycle 5 reporting is due by February 15, 2021. I am available to help with any questions you might have!

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