



**Board Member Refresher Training
Frequently Asked Questions
November 5, 2019**

This FAQ is organized in sections related to timing, content, scheduling and documentation of refresher training. Scroll to see each section.

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Timing of Training

Q: If a new board member completed initial training (CBM Essential) between April 1, 2019 and August 28, 2019, do they need to complete the refresher training in this first year of the term?

A: No. Refresher training is required for each subsequent year of the board member's term. Board members who were elected in April 2019 must complete initial training the first year of their term. They should then receive at least an hour of refresher training between April 2020 and March 2021 and every year in office thereafter.

Q: What is the deadline for completing the refresher training?

A: Because the law goes into effect in the middle of a year in a board member's term, MSBA has consulted DESE and is encouraging all board members to obtain at least one hour of refresher training by March 2021. So, board members will have 19 months to complete this new requirement. Then board members who have received their initial training will need to obtain at least one hour for every subsequent year of their term, beginning in April 2021.

Q: Is a board member required to complete refresher training if they are not planning to file for re-election in 2020?

A: The law does not address this. Since the law went into effect in the middle of a term year, MSBA believes there is a grace period until the next full term year begins April 2020. However, if a board member completes one hour of refresher training between September 2019 and March 2020, we think it will meet the requirement until April 2021.

Q: When does the training need to be completed each year? In other words, what is the window of time that the year begins and ends?

A: A typical term year is from April through March. The requirement must be fulfilled each year of a board member's term.

Q: Please clarify how the training requirement lines up with term length, calendar year and the date of training itself.

A: The law does not specifically address this. A typical term year is from April through March. The requirement must be fulfilled each year of a board member's term. Since the law went into effect in the middle of a term year, MSBA believes there is a grace period until the next full term year begins April 2020. However, if a board member completes one hour of refresher training between September 2019 and March 2020, we think it will meet the requirement until April 2021.

Q: I am starting my 10th year on our school board. Does this mean I have to get 10 hours of training?

A: No. The one-hour per year requirement went into effect August 28, 2019. The requirement is not retroactive. One-hour refresher training is required annually for each subsequent year of a board member's term, beginning on August 28, 2019.

Content of Training

Q: Can board members view MUSIC’s video that we use for staff training to satisfy the refresher training requirement?

A: 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 does not meet the requirement. Further, the refresher training must review concepts covered in the initial Board training and is not limited to the topic of sexual abuse of children. Training for staff members may not be appropriate for board members who need to stay at the governance level.

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

A: No. The law is specific that the training must be 1) one hour, 2) review concepts covered in the initial training, and 3) include information on the prevention of sexual abuse of children. While there are many great sessions at MSBA’s Annual Conference, most do not meet all of these requirements.

Training Opportunities

Q: Will MSBA offer any one-hour refresher training other than the online program?

A: MSBA does not have any one-hour classroom sessions planned at this time. We will consider various options for the future.

Q: Do I need to enroll in both the three-hour in person class and the one-hour online refresher training?

A: No. MSBA is offering both options for the convenience of board members. The three-hour training will satisfy the requirement for three years if the board member does not have a break in service. The one-hour online training will cover many of the same concepts discussed in the three-hour training, so the information would be repetitive.

Q: Is there an online training opportunity for my entire board? We would like to do that all at once and we are quite far from any training site.

A: You may project MSBA's one-hour online refresher training for the entire board to view at once. Please register a district contact (e.g. Board Secretary) and select "Group View." Login credentials and a verification form will be emailed to the district contact. Each board member viewing the training must complete the verification form to document participation. The district contact will return all forms to MSBA.

Q: Will MSBA provide refresher training in a district for the entire board?

A: Yes, for MSBA members as staff schedules allow. The cost is the usual board workshop rate of \$150 per hour plus mileage reimbursement. MSBA is providing regional refresher training to be able to accommodate more board members at a time.

Documentation of Refresher Training

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

A: MSBA will send email notification to the board members and board secretary upon completion of MSBA refresher training. For members of MSBA, the board member's transcript in the MSBA database will reflect any training completed through MSBA. A board member may view and print his/her own transcript at any time to provide documentation. The board of education secretary can access each board member's transcript to verify fulfillment of the requirement.

Q: What happens if a board member does not fulfill the refresher training requirement?

A: 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.

MSIP 5, Resources and Process Standards, G-7.4 states, “Members of the local board of education receive training as required by law.” And **Proposed** MSIP 6 Standards and Indicators, L1.C states, “Local board members complete all legally required board training within the mandated timeframe.”

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.”