

## **School Board Governance Improvement Act Guidelines for External Training**

Organizations and individuals wishing to provide training to school boards under the School Board Governance Improvement Act must submit this application for approval.

### **Application Process:**

- Individuals and organizations wishing to train school board members for Governance Act credit must complete the attached application.
- Applications must be submitted to the Alabama Association of School Boards at least 30 days prior to the proposed training.
- Applications can be submitted by emailing the attached application and required documentation to:

[training@alabamaschoolboards.org](mailto:training@alabamaschoolboards.org)

- Applications can also be submitted by printing the attached form and mailing it and the required documentation to:

**Alabama Association of School Boards  
Attn: Susan Salter  
P.O. Drawer 230488  
Montgomery, AL 36123-0488**

- Applications will be evaluated within 10 days of receipt by AASB, and providers notified via email whether the proposed training has been accepted or denied. Providers may only state the training satisfies the requirements under the Governance Act after approval has been given.
- Applications will be screened by a committee consisting of the state superintendent of education and the executive directors of the Alabama Association of School Boards and School Superintendents of Alabama or their designees.

### **Awarding Credit Hours:**

- Providers must document attendance and only award credit for board members who attend the training session.
- In the case of whole-board, interactive training sessions, credit will only be given if the majority of the board attends and only to those actually present.
- Providers have 30 days following a training session to submit to AASB a list of attendees and the number of hours each was present. Participants will not receive credit hours if the list is not submitted by the deadline. AASB will not be responsible for a provider's failure to submit the list by the deadline.
- Providers have 30 days following a training session to submit to AASB a summary of the course evaluation completed by attendees. Providers who fail to submit the evaluations in a timely manner will not be approved to provide future training.

**Approval Criteria Generally:**

- Faculty qualifications will be reviewed for experience as a presenter as well as in the proposed training topic, pertinent Alabama law, school board governance and/or group process.
- Topics should be aligned with provisions of the School Board Governance Improvement Act or identified local need.
- Provider applications will be reviewed in light of evaluations of the provider's previous training sessions.

**Approval Criteria for Whole-Board, Interactive Training:**

- Training sessions must include a majority of the board.
- Sessions must be delivered with a facilitator present and the facilitator must interact directly with the board. It is expected that the superintendent will be an active participant in learning, reviewing the research and discussing the issues, goals or plans with the board.
- The board must have the opportunity to discuss an issue or issues specifically as they pertain to the local school system.
- Whole-board training may be awarded for multi-session, comprehensive planning or study activities that are either research based or data based. This could include strategic planning activities conducted over multiple sessions, including data-based goal setting in which solutions are researched and explored. Data review and other activities that are a normal part of the school board's duties would not constitute whole board training. The key distinction is the research or exploration of solutions.

If you have questions or need assistance, contact Susan Salter, director of leadership development at AASB, at 334-277-9700 or [SSalter@AlabamaSchoolBoards.org](mailto:SSalter@AlabamaSchoolBoards.org).