



## Texas Association of School Boards

Legal Services

P.O. Box 400 • Austin, Texas 78767-0400 • 512.467.3610 • 800.580.5345 • [legal.tasb.org](http://legal.tasb.org) • [legal@tasb.org](mailto:legal@tasb.org)

*Serving Texas Schools Since 1949*

# Board President Annual Announcement on Continuing Education of Board Members<sup>1</sup>

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## BASIC LEGAL REQUIREMENTS

**When:** At the last regular meeting of the board before an election of trustees

**Recommended Annual Announcement:** Even if a school district does not conduct an election in a year due to a November two-year election cycle or election cancellation when there are no opposing candidates, TASB recommends that districts still annually announce based on the time when the trustee election would be normally held. Annual announcements will provide consistent public transparency and accountability.

**General Content of Announcement:** The name of each member who as of the member's anniversary of election or appointment to the board:

- Has completed the required continuing education;
- Has exceeded the required continuing education; and
- Is deficient in meeting the required continuing education.

**Meaning of Deficient:** TASB interprets deficient to mean that the board member has failed to complete the required continuing education in the time period provided for by law.

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<sup>1</sup> An electronic version of this document is available on TASB School Law eSource at [tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Governance/documents/bd-pres-announcement-on-cont-ed-of-bd-mems.pdf](http://tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Governance/documents/bd-pres-announcement-on-cont-ed-of-bd-mems.pdf).

**Continuing Education Tiers:** There will be four tiers, or categories, of board member continuing education to announce as applicable:

- Tier 1 local district orientation, basic legal orientation and legal update training;
- Tier 2 team-building training with all board members and the superintendent;
- Tier 3 annual continuing education; and
- Tier 4 evaluating student academic performance.

**Minutes on Announcement:** The board meeting minutes must reflect the announcement and whether each trustee has met or is deficient in meeting the required training as of the first anniversary of the date of the trustee's election or appointment.

**Posting Minutes:** If a trustee is deficient as of the anniversary of joining the board, the district must post the minutes on the district's Internet website within 10 business days of the meeting and maintain the posting until the trustee meets the requirements.

**Legal Authority:** Tex. Educ. Code §11.159; 19 Tex. Admin. Code § 61.1

### **ANNOUNCEMENT PREPARATION**

**Review TASB Resources:** TASB recommends that the board president and all other board members review the following TASB FAQs that answer questions about the continuing education requirements:

- [Texas School Board Member Continuing Education](#) is a comprehensive FAQ that includes information about required continuing education, reporting continuing education credit, the board meeting announcement, and posting the minutes on the announcement.

**Determine Status of Compliance:** Prior to the meeting when the announcement is made, the Board President will need to review with each member whether the board member has completed, exceeded or failed to satisfy the required continuing education training.

**Board Members with Time Remaining:** If at the time of the announcement a board member has time remaining to complete training, TASB recommends that the Board President first note those members with training scheduled that timely meets the continuing education requirements. Next, the Board President will note any members who have time remaining to complete required training that has not yet been scheduled. In the subsequent year, actual completion or deficiency as to training should be announced as applicable.

**Review the Announcement Script:** The announcement script is separated into six parts that explains the announcement to the public and then provides a record to complete that will comply with the requirements for the minutes of the meeting:

- Board President Introduction of Announcement
- Tier 1 Orientation and Legal Update Training
- Tier 2 Team-Building Training
- Tier 3 Annual Continuing Education
- Tier 4 Evaluating Student Academic Performance Training
- Exceeding Required Continuing Education

**Complete the Announcement Record for Tiers 1-4 and Exceeding Training:** For each of Tiers 1-4, and for training that exceeds the required continuing education, insert the applicable information on the announcement pages. TASB recommends that the Board President direct that the pages as announced be attached to the meeting minutes. The minutes must be posted to the district's Internet website within 10 business days if any trustee is deficient in required training.

### **BOARD PRESIDENT INTRODUCTION OF ANNOUNCEMENT**

#### **Board President:**

Under State Board of Education Rule, completing required continuing education each year of service is a basic obligation and expectation of any sitting board member.

As Board President **(if Board President is absent, then replace with "Presiding Officer of the Board")**, I am required to announce the name of each member who as of that member's anniversary of election or appointment to the board:

- Has completed the required continuing education;
- Has exceeded the required continuing education; and
- Is deficient in meeting the required continuing education.

There are four tiers, or categories, of board member continuing education:

- Tier 1 local district orientation, basic legal orientation and legal update training;
- Tier 2 team-building training with all board members and the superintendent;
- Tier 3 annual continuing education; and
- Tier 4 evaluating student academic performance.

To the extent applicable to board members under the legal requirements for the four tiers, I will announce the completion or deficiency as to required training.

For members who still have time remaining to complete required training, I will announce those board members who have scheduled timely training and those who have not yet scheduled the training.

At the conclusion of this announcement, I will announce any board member's training in excess of the continuing education requirements.

**TIER 1 ORIENTATION AND LEGAL UPDATE TRAINING**

**Local District Orientation Training**

**Note: If no new members were required to complete local district orientation training, mark as “not applicable” and do not announce this section.**

**Board President announce as applicable:**

The following first-year board members have completed the Tier 1 local district orientation session:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (names).

The following first-year board members are deficient in meeting the required Tier 1 local district orientation session:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following first-year board members have scheduled training to timely complete the required Tier 1 local district orientation session:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following first-year board members have time remaining to complete the required Tier 1 local district orientation session and have not yet scheduled this training:

\_\_\_\_\_  
\_\_\_\_\_ (names).

**Basic Orientation Legal Training**

**Note: If no new members were required to complete basic orientation legal training, mark as “not applicable” and do not announce this section.**

**Board President announce as applicable:**

The following first-year board members have completed the Tier 1 basic orientation training regarding the Texas Education Code and relevant legal obligations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (names).

The following first-year board members are deficient in meeting the required Tier 1 basic orientation training regarding the Texas Education Code and relevant legal obligations:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following first-year board members have scheduled training to timely complete the required Tier 1 basic orientation training regarding the Texas Education Code and relevant legal obligations:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following first-year board members have time remaining to complete the required Tier 1 basic orientation training regarding the Texas Education Code and relevant legal obligations and have not yet scheduled this training:

\_\_\_\_\_  
\_\_\_\_\_ (names).

### **Legal Update Training**

**Note: If no members were required to complete legal update training, mark as “not applicable” and do not announce this section.**

#### **Board President announce as applicable:**

The following board members have completed the Tier 1 legal update to the Texas Education Code and relevant legal developments after the most recent legislative session(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (names).

The following board members are deficient in meeting the required Tier 1 legal update to the Texas Education Code and relevant legal developments after the most recent legislative session(s):

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following board members have scheduled training to complete the required Tier 1 legal update to the Texas Education Code and relevant legal developments after the most recent legislative session(s):

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following board members have time remaining to complete the required Tier 1 legal update to the Teas Education Code and relevant legal developments after the most recent legislative session(s) and have not yet scheduled this training:

\_\_\_\_\_  
\_\_\_\_\_ (names).

**If No Tier 1 Training Required in Year of Announcement**

**Board President announce if applicable:**

This year there are no Tier 1 training requirements of any type to be announced for any sitting members of the board.

**TIER 2 TEAM-BUILDING TRAINING**

**NOTE: The entire board and the Superintendent must participate in the annual Tier 2 team-building session. This training should be completed at the time of the annual announcement.**

**Board President announce as applicable:**

The following board members have completed the required team-building training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (names).

The following Board members are deficient in meeting the required Tier 2 annual team-building training:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following Board members were not members of the board at the time of the required Tier 2 annual team-building training and therefore did not attend the training for the year:

\_\_\_\_\_  
\_\_\_\_\_ (names).

**TIER 3 ANNUAL CONTINUING EDUCATION**

**Board President announce as applicable:**

The following board members have completed the Tier 3 annual continuing education requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (names).

The following board members are deficient in meeting the Tier 3 annual continuing education requirements:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following board members have scheduled training to timely complete the required Tier 3 annual continuing education requirements:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following board members have time remaining to complete the required Tier 3 annual continuing education requirements and have not yet scheduled this training:

\_\_\_\_\_  
\_\_\_\_\_ (names).



**TIER 4 EVALUATING STUDENT ACADEMIC PERFORMANCE TRAINING**

**Board President announce as applicable:**

The following Board members have completed the required training for Tier 4 training on evaluating student academic performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (names).

The following Board members are deficient in meeting the required training for Tier 4 on evaluating student academic performance:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following board members have scheduled training to timely complete the required training for Tier 4 on evaluating student academic performance:

\_\_\_\_\_  
\_\_\_\_\_ (names).

The following board members have time remaining to complete the required training for Tier 4 on evaluating student academic performance and have not yet scheduled this training:

\_\_\_\_\_  
\_\_\_\_\_ (names).

**EXCEEDING REQUIRED CONTINUING EDUCATION**

**Board President announce as applicable for each board member:**

Board member \_\_\_\_\_ (name) exceeded the required amount of required continuing education training by \_\_\_\_ (insert total hours that exceeded continuing education requirements) additional hours.

Board member \_\_\_\_\_ (name) exceeded the required amount of required continuing education training by \_\_\_\_ (insert total hours that exceeded continuing education requirements) additional hours.

Board member \_\_\_\_\_ (name) exceeded the required amount of required continuing education training by \_\_\_\_ (insert total hours that exceeded continuing education requirements) additional hours.

Board member \_\_\_\_\_ (name) exceeded the required amount of required continuing education training by \_\_\_\_ (insert total hours that exceeded continuing education requirements) additional hours.

Board member \_\_\_\_\_ (name) exceeded the required amount of required continuing education training by \_\_\_\_ (insert total hours that exceeded continuing education requirements) additional hours.

Board member \_\_\_\_\_ (name) exceeded the required amount of required continuing education training by \_\_\_\_ (insert total hours that exceeded continuing education requirements) additional hours.

Board member \_\_\_\_\_ (name) exceeded the required amount of required continuing education training by \_\_\_\_ (insert total hours that exceeded continuing education requirements) additional hours.

For more information on this and other school law topics,  
visit TASB School Law eSource online at [schoolawesource.tasb.org](http://schoolawesource.tasb.org).

*This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. Consult with your own attorneys to apply these legal principles to specific fact situations.*

*Updated December 2018*