



## Texas Association of School Boards

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*Serving Texas Schools Since 1949*

**COMMISSIONER WAIVER: TRAINING REQUIREMENTS SUSPENDED UNTIL JANUARY 31, 2021.**

On August 10, 2020, the commissioner waived board training requirements in Texas Education Code section 11.159 and 19 Texas Administrative Code section 61.1 for all districts until January 31, 2021. For additional information, see [Suspension of Board Training Requirements During COVID-19](#).

## Board President Annual Announcement on Continuing Education of Board Members

*Published online in [TASB School Law eSource](#)*

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### BASIC LEGAL REQUIREMENTS

School board members must complete training that is required by the State Board of Education (SBOE), and the board president must publicly announce whether each board member has met their training requirements.

**When:** The announcement must be made 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 given year, whether because of biennial elections in November or because the election was cancelled due to unopposed candidates, TASB recommends that districts still annually announce board member training at the time the election would otherwise be held. Annual announcements will provide consistent public transparency and accountability.

**General Content of Announcement:** The board president must announce the name of each board member who:

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

Whether a board member has completed, exceeded, or is deficient is measured from the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable.

**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.

**Continuing Education Training Areas:**<sup>1</sup> Board members must receive continuing education training in seven areas, including:

1. Local District Orientation
2. Orientation to the Texas Education Code
3. Post-Legislative Update to the Texas Education Code
4. Team Building
5. Additional Continuing Education (based on the framework for governance leadership)
6. Evaluating Student Academic Performance and Setting Goals
7. Identifying and Reporting Abuse, Trafficking, and Other Maltreatment of Children<sup>2</sup>

**Board Meeting Minutes:** 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 the minutes reflect that a trustee is deficient in training, the district must post the minutes on the district's 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

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<sup>1</sup> Due to changes in the training rule, the prior use of the term "tiers" for describing and announcing training areas is no longer useful and has been discontinued.

<sup>2</sup> The implementation date for the training requirement of Reporting of Abuse and Trafficking is May 1, 2020. Therefore, this training should not be announced at a regular meeting prior to a May 2, 2020 trustee election. For school districts with trustee elections on November 3, 2020, and thereafter, the announcement will include the training requirement of Reporting of Abuse and Trafficking.

## **ANNOUNCEMENT PREPARATION**

**Review TASB Resources:** TASB recommends that the board president and all other board members review [Texas School Board Member Continuing Education](#), 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:** At the time of the announcement, if a deficient board member still has time remaining to complete training, TASB recommends that the board president note those members that have scheduled training to be completed before the deadline. Next, the board president should note any members who are deficient and who have not scheduled training.

**Review the Announcement Script:** The announcement script explains the announcement to the public and provides a record to complete that complies with the requirements for the minutes of the meeting.

**Complete the Announcement Record:** For each of the seven training areas, 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 website within 10 business days if any trustee is deficient in required training.

## **BOARD PRESIDENT'S SCRIPT**

### **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 absent, then replace with "Presiding Officer of the Board")**, I am required to announce the name of each member who:

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

The requirements for training are measured as of the first anniversary of the date of the trustee's election or appointment or two-year anniversary of his or her previous training, as applicable.

There are seven training areas for board member continuing education:

1. Local District Orientation
2. Orientation to the Texas Education Code
3. Post-Legislative Update to the Texas Education Code
4. Team Building
5. Additional Continuing Education
6. Evaluating Student Academic Performance and Setting Goals
7. Identifying and Reporting Abuse, Trafficking, and Other Maltreatment of Children

To the extent applicable to each board member, 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.

**Local District Orientation**

**Note: If no new members were required to complete local district orientation training for the prior year, mark as “not applicable” and announce:**

No new board members were required to complete local district orientation training for the time period covered by this announcement.

**Board President or Presiding Officer of the Board announce as applicable:**

The following first-year board members have completed the local district orientation training:

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

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

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

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

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

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

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

**Orientation to the Texas Education Code**

**Note: If no new members were required to complete the Orientation to the Texas Education Code for the prior year, mark as “not applicable” and announce:**

No new board members were required to complete Orientation to the Texas Education Code training for the time period covered by this announcement.

**Board President or Presiding Officer of the Board announce as applicable:**

The following first-year board members have completed the Orientation to the Texas Education Code training:

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

The following first-year board members are deficient in meeting the required Orientation to the Texas Education Code training:

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

The following first-year board members have scheduled training to timely complete the Orientation to the Texas Education Code:

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

The following first-year board members have time remaining to complete the Orientation to the Texas Education Code and have not yet scheduled this training:

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

**Post-Legislative Update to the Texas Education Code**

**Note: If no members were required to complete the Post-Legislative Update to the Texas Education Code training for the prior year, mark as “not applicable” and announce:**

No board members were required to complete Post-Legislative Update to the Texas Education Code training for the time period covered by this announcement.

**Board President or Presiding Officer of the Board announce as applicable:**

The following board members have completed Post-Legislative Update to the Texas Education Code training:

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

The following board members are deficient in meeting the required Post-Legislative Update to the Texas Education Code training:

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

The following board members have scheduled training to complete the Post-Legislative Update to the Texas Education Code:

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

The following board members have time remaining to complete the Post-Legislative Update to the Texas Education Code and have not yet scheduled this training:

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

**Team Building**

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

**Board President or Presiding Officer of the Board announce as applicable:**

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

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

The following board members are deficient in meeting the required annual team-building training:

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

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

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

**Additional Continuing Education**

**NOTE: 10 hours for first-year members, 5 hours for subsequent years.**

**Board President or Presiding Officer of the Board announce as applicable:**

The following board members have completed the additional continuing education requirements:

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

The following board members are deficient in meeting the additional continuing education requirements:

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

The following board members have scheduled training to timely complete the additional continuing education requirements:

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

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

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

**Evaluating Student Academic Performance and Setting Goals**

**NOTE: This training must be completed every two years.**

**Board President or Presiding Officer of the Board announce as applicable:**

The following board members have completed the biennial training on evaluating student academic performance and setting goals:

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

The following board members are deficient in meeting the required biennial training on evaluating student academic performance and setting goals:

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

The following board members have scheduled training to timely complete the biennial training on evaluating student academic performance and setting goals:

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

The following board members have time remaining to complete the biennial training on evaluating student academic performance and setting goals and have not yet scheduled this training:

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



**Identifying and Reporting Abuse, Trafficking, and Other Maltreatment of Children**

**NOTE: This training must be completed every two years.**

**Board President or Presiding Officer of the Board announce as applicable:**

The following board members have completed the biennial training on identifying and reporting abuse and trafficking:

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

The following board members are deficient in meeting the required biennial training on identifying and reporting abuse and trafficking :

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

The following board members have scheduled training to timely complete the biennial training on identifying and reporting abuse and trafficking :

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

The following board members have time remaining to complete the biennial training on identifying and reporting abuse and trafficking and have not yet scheduled this training:

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

**EXCEEDING REQUIRED CONTINUING EDUCATION**

**Board President or Presiding Officer of the Board announce as applicable for each board member:**

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

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

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

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

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

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

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

This document is continually updated, and references to online resources are hyperlinked, at [tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Governance/documents/bd-pres-announcement-on-cont-ed-of-bd-mems.pdf](https://tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Governance/documents/bd-pres-announcement-on-cont-ed-of-bd-mems.pdf). For more information on this and other school law topics, visit TASB School Law eSource at [schoollawsource.tasb.org](https://schoollawsource.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 August 2020*