

## Board Member Annual Training Requirements

### **School district requirements: Paragraph (3) of Subsection A of 6.29.1.9 NMAC**

- (3) develop a planned program of training annually, in which each member of the board participates, to assist in the performance of specified duties; this planned program shall align with the district's EPSS; training shall include the following requirements and procedures.
    - (a) All local school board members shall receive a total of five hours of annual training.
    - (b) Newly elected or appointed local school board members, who are in office for less than a year, shall receive three of the five hours from attending a training course developed by the department and sponsored by the New Mexico school boards association (NMSBA). The additional two hours of annual training for new board members shall consist of sessions sponsored by the NMSBA and approved by the department.
    - (c) All board members who have been in office for one or more years shall attend five hours of annual training sponsored by the NMSBA and approved by the department.
    - (d) In order to be credited with attendance at these courses, each attendee shall comply with written attendance procedures established by the department. Prior to September 1 of each year, the NMSBA shall provide each local superintendent with a list of training hours earned annually by each local school board member. The school district's accountability report shall include the names of those local school board members who failed to attend annual mandatory training (see Section 22-2C-11(G) NMSA 1978);
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### **Charter school requirements, new governing body members: 6.80.5.8 NMAC:**

- A. Within the first fiscal year of service, each new governing body member shall complete a governing body training course that consists of, at a minimum, 10 hours of governing body training.
- B. No new governing body member may attend a governing body meeting and vote on any governing body business without first completing the seven hours of required training described below through an in-person training provided by the department:
  - (1) two hours of training on public official/charter school governing body ethics and responsibilities;
  - (2) two hours of training on charter school fiscal requirements;
  - (3) one hour of training on understanding and evaluating academic data;

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- (4) one hour of training on open government requirements; and
  - (5) one hour of training on legal and organizational performance requirements.
- C. If extraordinary circumstances exist and a new governing body member is unable to attend the in-person course provided by the department within two months of being voted on to a governing body as a new governing body member, the governing body member may submit a waiver request accompanied by an explanation of the extraordinary circumstances. PED will process the waiver request within 14 days of receipt.
- (1) Extraordinary circumstances exist if the individual has documented professional commitments or personal commitments that prevent the individual from attending one the scheduled training dates or if the trainings being offered are located more than 100 round trip miles from the governing body member's home address.
  - (2) If granted, a waiver will allow the governing body member to complete essential two hour training through a virtual course provided by the department. To meet the requirements of the waiver, the governing body member must score at least eighty percent on an assessment at the end of the course on the first attempt. The governing body member must successfully complete the two hour virtual training course within one month of being notified by the department that the waiver application is granted. Upon successful completion of the two hour virtual training course, the governing body member will be allowed to vote. Additionally, the governing body member will be required to complete the seven hour in-person course provided by the department within 12 months of beginning service as a governing body member. The governing body member must complete a total of 10 hours of approved training within the first fiscal year of service.
  - (3) The essential two hour virtual training course taken pursuant to a waiver does count toward the governing body member's 10 hours of mandatory minimum training required by Subsection A of 6.80.5.8 NMAC.
- D. For those governing body members who have not been granted a waiver, and have completed the seven hours of required training described in Section B of 6.80.5.8 NMAC, the remaining three hours of training required to complete the first year mandatory training course shall be completed during the new governing body member's first fiscal year of service and shall be provided by an approved provider. The training shall consist of:
- (1) extended time within any of the required areas identified above based on the needs identified by the school's governing body, or
  - (2) school specific onboarding if the school's administrator or governing body is an approved provider.

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- E. If a governing body member resigns his or her term prior to the end of the first fiscal year of service, the additional training hours required for that fiscal year shall be prorated based on the number of full and partial months during which the governing body member served and rounded to the nearest full hour.
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### **Charter school requirements, continuing governing body members: 6.80.5.9 NMAC:**

- A. Unless exempted from specific hourly training requirements as laid out below, each governing body member continuing to serve on a governing body beyond the end of their first fiscal year of service shall annually complete a governing body training course that consists of, at a minimum, eight hours of governing body training provided by approved providers which addresses the following areas. The department shall provide guidance that identifies specific standards within each area; however applicants may identify additional standards within each area to address the needs of individual governing bodies and governing body members:
  - (1) one hour of training on public official/charter school governing body ethics and responsibilities;
  - (2) three hours of training on charter school fiscal requirements pursuant to the Public School Finance Act, NMSA 1978 § 22-8-1 et seq.;
  - (3) two hours of training on understanding and evaluating academic data, including state assessment data, school and teacher accountability systems data and interim and summative academic assessment data;
  - (4) one hour of training on open government and requirements regarding free public school education; and
  - (5) one hour of training on understanding and overseeing the organizational performance of a charter school.
- B. Governing body members who have served on a governing body beyond the end of their first fiscal year of their service may be exempted from specific hourly training requirements based on the school's academic or fiscal performance.
  - (1) For any school that has maintained a letter grade of B or better for the three most recent years and has received no rating below C in any area of the report card for the current year, the school's governing body members shall be exempted from the requirement to complete two hours of training relating to understanding and evaluating academic data.

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- (2) For any school that has received an unmodified annual audit in each of the past three years with no material weaknesses, no multi-year repeat findings, no significant deficiencies, and that has received no more than two compliance findings in the current year, the school's governing body member shall be exempted from two of the three hours of required training relating to charter school fiscal requirements.
  - (3) The department will annually identify the schools that are eligible, under the criteria established above, to claim an exemption for their governing body members.
- C. The mandatory governing body training course shall be completed in one or multiple sessions during the fiscal year.
  - D. The mandatory governing body training course may not consist of any of the same governing body training that was completed by the governing body member in any of the prior years of the same contract term as long as additional governing body training is available.
  - E. Annually, the governing body training in each of the areas identified above shall be related to specific areas of growth within each area for individual governing bodies or governing body members based on the annual governing body evaluation.
  - F. If a governing body member who is no longer in the first fiscal year of his or her service on the governing body resigns his or her term prior to the end of the fiscal year, the hours required for that fiscal year shall be prorated based on the number of full and partial months during which the governing body member served and rounded to the nearest full hour.