

Guidelines for School Board and Administrator Training

Application Process:

- Individuals and organizations wishing to train district administrators and school board members in strategic planning, finance, superintendent evaluations, public charter administrator evaluations, or ethics and governance must submit an application to determine all qualifications requirements are met.
- Applications can be submitted by emailing the attached application and required documentation to: jthompson@osbe.idaho.gov
- Applications can also be submitted by printing the attached form and mailing it and the required documentation to:

Idaho State Board of Education

Attn: Ed Policy Team

P.O. Box 83720

Boise, ID 83720-0037

- Applications may be submitted by an individual trainer, by a company that conducts training, or by the school district planning on using the trainer/company.
- Applications must include the following:
 - Name of the trainer or company providing the training,
 - Subject areas to be covered,
 - Three recommendations from participants of past training conducted for each subject area covered (one recommendation may cover multiple subject areas if the training being referenced covered multiple training areas), recommendations must note subject area(s) of the training the was received, and
 - Documentation showing years of experience conducting training and the subject areas(s) relevant to that experience.

Approval Criteria Generally:

- Training provider application will be reviewed for experience in the proposed training topic.
- Topics for which reimbursement can be requested must be aligned with those identified in Section 33-320(4), Idaho Code. These include: strategic planning, finance, superintendent evaluations, public charter administrator evaluations, or ethics and governance.

Approval Criteria for Training:

- Strategic Planning Training sessions must include a majority of the board and the superintendent as well as students, parents, educators, and the community as applicable.
- The training facilitator must be physically present or have the ability to interact directly with all training participants.
- Time must be allowed that gives the participants the opportunity to discuss issues specific to the individuals receiving the training.

For Districts:**Applying for state reimbursement of training:**

- Districts must use a qualified training provider. A list of pre-approved qualified trainers will be posted on the State Board of Education's website at www.boardofed.idaho.gov
 - If a district wishes to use a trainer that is not on the list, the district must submit/or have the trainer submit an application as outlined above, prior to requesting reimbursement for training.
- Districts must provide documentation identifying the following:
 - Subject covered by the training,
 - Name of trainer (individual and organization as applicable),
 - List of attendees or verification of individual's attendance,
 - The length of time of the training and or format of the training, and
 - Invoice from trainer and other documentation of expenses incurred.
- Strategic Planning training sessions must include a majority of the board as well the superintendent.
- Reimbursements will only be made for training conducted within the given fiscal year and submitted prior to the processing deadline for the fiscal year.

**School District
Qualified Trainer Application**

Name of individual or organization: _____

Office Address: _____

Phone: _____ Email: _____

Web Site Address: _____

Contact person: _____ Phone: _____

Subject area(s): _____

Experience delivering training. List by subject area, a brief description of the training provided and date or date range (e.g. 08/13/2013, August 2010 – present, or Annually August 2010 – August 2013) of training.

Attach three (3) written recommendations for each subject area listed. Include contact information for each reference.

Applications may be submitted by emailing the application and required documentation to:
tracie.bent@osbe.idaho.gov.

Or mailing to:
Idaho State Board of Education
Attn: Ed Policy Team
P.O. Box 83720
Boise, ID 83720-0037

Additional information may be requested to verify experience or references once the applications are received.