



**pennsylvania**  
DEPARTMENT OF EDUCATION

# Board Trustee Training Provider Application

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Questions and applications should be directed to: [RA-EDDOP@pa.gov](mailto:RA-EDDOP@pa.gov)

## Application Type

Initial Training Program:

Advanced Training Program:

## Provider/Applicant Information

Name of Provider/Applicant:

Applicant Type:

School District

Postsecondary Institution

Charter School Entity

Intermediate Unit

Statewide Education Organization

Statewide Charter School Organization

Contact Name (if different than Provider/Applicant):

Mailing Address:

Telephone:

Email:

To be considered for approval, Training Providers shall provide to the Department of Education the following information:

## Program Information

Program Title:

Program Description:

Number of Actual Contact Hours with Participants<sup>1</sup>:

Mode of Delivery:                      In Person                      Blended                      Online

Program Cost:

Intended Audience:

### Initial Training Program Requirements<sup>2</sup>

- Article XVII-A (The Pennsylvania Charter School Law)
- Instruction and academic programs
- Trauma Informed Training
- Personnel
- Fiscal management
- Operations
- Governance
- Ethics and open meetings, to include the requirements under 65 Pa.C.S. Pt. II (relating to accountability)

### Advanced Training Programs<sup>3</sup>

- Relevant changes to Federal and State public school law and regulations
- Trauma Informed Training
- Fiscal management
- Other information deemed appropriate by the Department of Education to enable the Board Director to serve effectively

<sup>1</sup> Section 328 of the Public School Code states “[t]he training program shall consist of a minimum of five (5) hours of instruction . . . .” 24 P.S. § 3-328(a)(1).

<sup>2</sup> Section 328(a)(1) of the School Code provides that the initial “[t]he training program shall consist of a minimum of five (5) hours of instruction”. 24 P.S. § 3-328(a)(1). The School Code requires that the initial programs include information regarding: (1) instruction and academic programs, (2) personnel, (3) fiscal management, (4) operations, (5) governance, (6) ethics and open meetings and (7) trauma informed training. 24 P.S. § 3-328(a)(1)(i-vi).

<sup>3</sup> Section 328(a)(2) of the School Code provides that “[t]he advanced training program shall consist of a minimum of three (3) hours of instruction, including information on relevant changes to Federal and State public school law and regulations, trauma informed training, fiscal management and other information deemed appropriate by the Department of Education to enable the school director to serve effectively.” 24 P.S. § 3-328(a)(2).

## Program Specific Responses:

1. How will this program contribute to a Board Trustee's development as it relates to the skills, responsibilities, and knowledge necessary to serve as a Board Trustee?
2. How will this program involve participants in their learning? What instructional strategies and learning activities will be included to make the program engaging and relevant to adult learners?
3. How will participants use and apply the content presented in this training program? What evidence will be utilized to demonstrate the knowledge gained through participation in this training program?
4. Provide evidence of the research and/or industry-recognized best practices utilized in the development of this training program.
5. Provide evidence of the quality control measures utilized to ensure that the proposed training program is achieving the desired outcomes. This evidence should include, at a minimum, a session evaluation instrument for training participants.

### **Please submit the following items with this Training Provider Application:**

- Complete training agenda, including the time dedicated to each training topic/learning activity
- Samples of materials utilized by Training Provider during training program
- Session evaluation instrument
- Certificate of Completion for Attendees

**The Pennsylvania Department of Education reserves the right to audit course content and to withdraw provider approval for noncompliance with legal requirements.**

**Application Prepared by:**

**Signature:** \_\_\_\_\_

**Title:**

**Date:**



# Board Trustee Training Provider Application Evaluation Rubric

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	Program Requirements	Meets	Does Not Meet	Suggestions for Change if Criterion is Not Met
A	Application is complete, including all required attachments (complete training agenda; samples of materials; session evaluation instrument; certificate of completion for attendees)			
B	Training provider is a school district, postsecondary institution, intermediate unit, charter school entity, statewide charter school organization, or statewide education organization.			
C	Training program cost is reasonable.			
D	Intended audience is included.			
E	Training meets minimum program hour requirements (four hours for newly elected or appointed trustees; two hours for reelected or reappointed trustees).			

	Program Requirements	Meets	Does Not Meet	Suggestions for Change if Criterion is Not Met
F	Program meets minimum training program requirements.			
G	Program is clearly described and focused on aspects of effective board trustee governance.			
H	Program content is current and addresses the unique needs and perspectives of board trustees.			
I	Program clearly describes the skills and knowledge participants will gain as a result of program completion.			
J	Program involves participants in their learning and includes instructional strategies and learning activities that make the program engaging and relevant to adult learners.			
K	Application includes evidence of research and/or industry recognized best practices utilized in development of program.			
L	Samples of materials and/or activities are provided and clearly described, appropriate for the audience and support the learning outcomes of the program.			
M	Evaluation/assessment form is provided.			

**Additional Notes for Applicant:**