

**TECHNOLOGY CENTER SCHOOL BOARD MEMBER WORKSHOP**  
**Request for Approval**

Organization (or school district) sponsoring workshop: \_\_\_\_\_

Contact person for workshop: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Name of workshop: \_\_\_\_\_

Place/address of workshop: \_\_\_\_\_

Date(s) workshop will be held: \_\_\_\_\_

Time(s) workshop will be held: \_\_\_\_\_ Registration fee: \_\_\_\_\_

<i>Check the box for type of training requested and indicate number of hours next to the area:</i>	
<input type="checkbox"/> <b>NEW/INCUMBENT School Board Member Training</b>	Required Hours
_____ School finance and reporting and/or Career Technology finance	2 hours
_____ Oklahoma Open Meeting/Open Records Act	2 hours
_____ New state and federal laws and their impact on local school districts	1 hour
_____ Ethics, duties, and responsibilities of school board members	1 hour
_____ Legal issues impacting local school districts	2 hours
_____ School employment and due process law	1 hour
_____ Specific instruction on the Individuals with Disabilities Education Act (IDEA)	2 hours
_____ Educational issues	1 hour
<b>AND/OR</b>	
_____ <b>CONTINUING EDUCATION School Board Member Training</b>	15 hours

***PROPOSED WORKSHOP AGENDA MUST ACCOMPANY THIS REQUEST***

**Return to:**

Misty Toms  
 Oklahoma Department of Career and Technology Education  
 1500 West Seventh Avenue  
 Stillwater, OK 74074-4364  
[misty.toms@careertech.ok.gov](mailto:misty.toms@careertech.ok.gov)

FOR OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION USE ONLY

**WORKSHOP  
 APPROVED FOR**

- New/Incumbent School Board Member Training
- Continuing Education Training

\_\_\_\_\_  
 Misty A. Toms  
 Leadership and Professional Development  
 Oklahoma Department of Career and Technology Education