

PARTICIPATION POLICY FOR NEW SUPERINTENDENT TRAINING AND ASSESSMENT
June 2026 – Interim Policy subject to revision

The passage of HB 75 earlier this year by the Kentucky General Assembly established a required attendance standard for successful completion of the superintendent training and assessment program. Specifically, KRS 156.111 was amended to state that successful completion requires “training and participation in” the various components of the program. The Kentucky Board of Education will soon be adopting an amended regulation reflecting this change, as well.

Thus, attendance at all sessions is mandatory, and must be a schedule priority for new superintendents. However, we understand that there will be a rare conflict that cannot be resolved, and thus a need to establish a reasonable process providing for limited exceptions.

After consultation with KDE staff, we are sharing the framework of the mandatory participation policy with you. The final version may have minor changes, but please rely on the following until further notice:

1. There are only two grounds for excused absences: extreme hardship, and sudden emergency.
2. “Extreme hardship” shall be generally defined as an event which requires the superintendent’s presence and is not subject to the superintendent’s ability to schedule. Examples may include things like regular school board meetings, graduation, depositions, and court appearances. Each request will be considered on a case-by-case basis, and the superintendent is expected to attend any portion of the training session that is not in conflict with the external event. Events at which the superintendent’s attendance is discretionary or which are within the superintendent’s ability to schedule will not be approved for an excused absence.
3. “Sudden emergency” shall be generally defined as serious personal or immediate family illness or medical emergency; death in immediate family; accident or natural disaster; childbirth (immediate family); or other similar unpredictable events of a substantial nature.
4. A request for an excused absence for extreme hardship shall be made in writing (e-mail is acceptable) and submitted to Nannette Johnston, Director of Faculty and Curriculum, a minimum of 10 days prior to the training session in question. A request for an excused absence for sudden emergency shall be communicated to Dr. Carter as soon as practicable before or after the emergency.
5. All requests will be reviewed by Nannette Johnston, Wayne Young, Rhonda Caldwell, and your executive coach (if other than Nannette Johnston). A collective decision will be made by the group; no one individual may grant an excused absence.

6. If the request is approved, the superintendent shall then submit an affidavit (attached) explaining the reason for the absence, and indicating the superintendent's agreement to either view the video of the missed training and produce satisfactory evidence of mastery, or attend a makeup session, at the discretion of the leadership team identified in Item 5. The leadership team shall consider all relevant facts in determining the nature of the makeup work.
7. More than one approved request for an excused absence in a training year may require a second year of participation in the assessment and training program by the superintendent.