Title: Annual Training Requirements

Date: January 11, 2024



**Background:** In December Full Board Meeting, staff brought a request from the Reports and Requirements Task Force to the Board to request changes to Utah Code and/or Board Rule for seven annual reporting requirements. In that discussion, the Board postponed the decision while directing staff to evaluate current educator training requirements and provide recommendations on potential changes to a committee, including pretest logistics, content, and the logistical commitments of the Board.

**Purpose:** To address the Board's motion, staff have prepared a brief report covering four areas:

- 1) An updated annual training requirements overview as the one shared in December had some missing trainings and incorrect Code/Rule citations.
- 2) Pre-test logistics that allow teachers to demonstrate their competency and to comp out of all, some, or no portions of the training requirements
- 3) Sample trainings solicited from organizations, including DRM, USBE, and LEAs
- 4) An overview of the estimated costs associated with the Board taking responsibility for any of the 40+ annual trainings required by Federal or State Code or Board Rule

## Area 1: Updated Annual Training Requirements Overview

The updated annual training requirements overview document that includes missing trainings that were put into law between 2019 and 2023 have been added as well as updates to code/rule references that were out of date can be found <u>here</u>.

## Area 2: Pre-Test Logistics

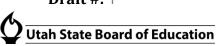
In consultation with personnel at UEN, the state's Learning Management System (LMS), Canvas, has the functionality to be able to design training courses that allow for educators to demonstrate their current knowledge to determine what additional learning they may need to achieve the training requirements. If the state were to design training modules, they could be setup with a pre-test to measure current

Contact Person and Email: Jennifer Throndsen, jennifer.throndsen@schools.utah.gov

This draft is for consideration during the January 12, 2024—Committee Meeting

Rule/Statute: numerous

### Date: January 11, 2024



competency and generate, from the educator's responses to the pre-test, assignments to the parts of the training module that they had yet to demonstrate competency in. To learn about this functionality in more detail, you can read more <u>here</u>.

# Area 3: Sample Trainings from Organizations

As per the Board's request, staff solicited sample training modules for the Board's review. Those sample trainings can be found at the following links:

- 1) Division of Risk Management for Harassment and Defensive Driving Trainings LINK
- 2) Utah State Board of Education Training Presentation for Standard Test Administration and Testing Ethics <u>LINK</u>
- 3) Utah State Board of Education Training for Educator Ethics LINK
- 4) LEA Sample (with thanks to Alpine School District for sharing) LINK

# Area 4: Overview of Estimated Costs

Staff were asked to provide an estimate of associated costs if the Board were to assume responsibility for developing and hosting the required annual trainings. To get a sense of the costs, staff reached out to Utah's Department of Risk Management (DRM) and USBE's IT department for information. From the information gathered, costs estimates include:

Training Component	Cost
Training platform/dashboard	\$0 (Canvas Modules)
Training development costs	\$10,000-\$15,000 per module (per
(through a contractor)	email from DRM)
Training development software	\$1,399 per user, annually (based
for design	on costs from <u>Articulate</u> —used by
	the DRM)
Training video development	\$1,000 per minute of video

Contact Person and Email: Jennifer Throndsen, jennifer.throndsen@schools.utah.gov

### Date: January 11, 2024



Given the estimates gathered, staff would estimate the cost of a 30-minute training module to be created, designed, developed in Canvas, and distributed to the field for use to cost approximately between \$20,000 and \$25,000 per training.

In preparing this brief, HR director, Jessica Bennington from Ogden School District, shared that many LEAs use a training platform called Vector. Some screenshots of the platform are below for reference. The Vector system can create training materials aligned to Utah code for both educator and student training. Upon LEA request, Vector has developed state based trainings and gotten them approved through USBE staff for alignment to Utah law like trainings on concussions for coaches or human trafficking for educators. The Vector system allows LEAs to personalize the trainings by allowing them to upload their local policy and links to additional resources if they so choose. Also, they can set the training assignments of training by job code. So, if they hire new sport coaches, they can assign them the concussion training just be attaching it to the job code. With respect to competency, Vector generally has every user go through the training the first time. In subsequent iterations, modules can provide a pretest in which educators can demonstrate their knowledge and skip the training if they score at the LEAs established threshold for competency. Given the broad use of Vector by LEAs across the state, it may be useful to collaborate with Vector to create a training materials package that could easily be uploaded for LEA use.

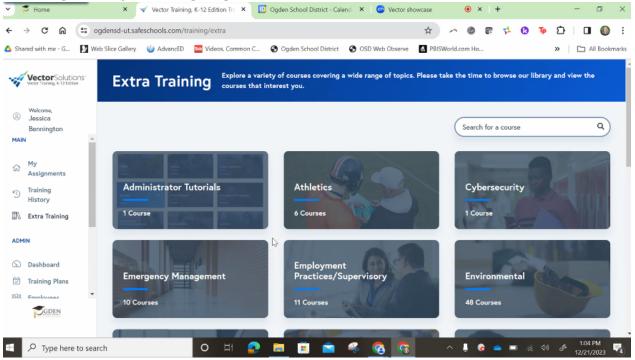
Additional Considerations for the Board. With there being over 40 trainings required by law, one decision the Board would need to make is which trainings, if not all, would the Board want to provide. Additionally, if the Board selected multiple trainings to be the developer and host of, then the Board would need to prioritize or direct staff to determine which trainings should be developed first.

Contact Person and Email: Jennifer Throndsen, <u>jennifer.throndsen@schools.utah.gov</u> This draft is for consideration during the January 12, 2024—Committee Meeting



#### Date: January 11, 2024 My Assignments Tab in Vector ✓ 🌮 Home 🗙 😽 Vector Training, K-12 Edition Tra 🗙 🔯 Ogden School District - Calenci 🗴 💩 Vector showcase 🖲 × 🛛 + ← → ♂ ♀ ogdensd-ut.safeschools.com/training/home ☆ ) 🗠 🕲 😰 🍫 🕲 🐌 🖸 🛯 🚯 E 🝐 Shared with me - G... 🛛 🚺 Web Slice Gallery 🛛 🍟 AdvancED 🔤 Videos, Common C... 📀 Ogden School District 📀 OSD Web Observe 📓 PBISWorld.com Ho.. » All Bookmarks Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress My Assignments Listed Below are the Course Congress -**Vector**Solutions Jessica Bennington MAIN COMPOS Email and Messaging Safety 48 Days Past Due Mandatory 0% Inbox (6) Full Course Training My ଜ 📋 Due: 2023-11-03 Start $\rightarrow$ Email is the primary means of attack from cyber-Assignments Starred perpetrators. This course provides an overvie ③ 14 Minutes Training D History Extra Training ADMIN Interested in Extra Training? S Dashboard You may have access to many more courses that cover a wide variety of topics. Please take the time to look over the list and view the ones that interest Training Plans you. 200 Employees View Library → GDEN Stop sharing || app.zoom.us is sharing your screen. Hide

# **Training Library Landing Page in Vector**



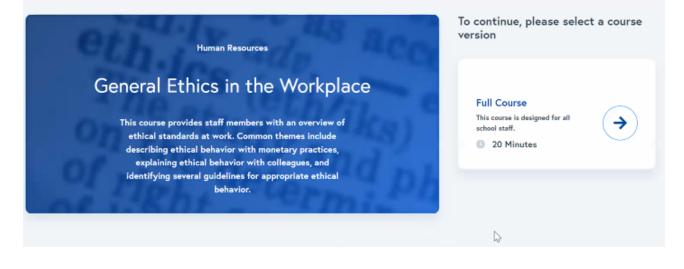
Contact Person and Email: Jennifer Throndsen, jennifer.throndsen@schools.utah.gov

Title: Annual Training Requirements

Date: January 11, 2024



### **Example Ethics in the Workplace Module Landing Page**



## **Example of Ethics in the Workplace Course Elements**

ø	General Ethics in the Workplace - Full Course				
	_	-	•••••		
	~	Introduction About 3 Minutes Required	Completed >	See Assessment Requirement	
	~	Ethics and Money About 3 Minutes Required	Completed >	Course Details	
	~	Ethics and Coworkers About 4 Minutes Required	Completed >	<ul><li>Total Course Duration</li><li>20 Minutes</li></ul>	
	~	Ethics and Students About 2 Minutes Required	Completed >	Category Human Resources	
	~	Scenarios About 3 Minutes Required	Completed >	Resources All resources will open in a new window.	

Contact Person and Email: Jennifer Throndsen, jennifer.throndsen@schools.utah.gov



## Example of FERPA Training Landing Page and Availability in English and Spanish



Contact Person and Email: Jennifer Throndsen, jennifer.throndsen@schools.utah.gov