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2000

Internal Operations

## Chester Union Free School District

### INTERNAL OPERATIONS

(Section 2000)

NUMBER

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# POLICY

2006

2110

Internal Operations

## **SUBJECT: ORIENTING NEW BOARD MEMBERS**

The Board and its staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she takes office, by the following methods:

- a) The electee shall be given selected material on the job of being part of the Board, which material is supplied by the New York State School Boards Association, the National School Boards Association, and/or other professional organizations;
- b) The electee shall be invited to attend Board meetings and to participate in its discussions;
- c) The Clerk shall supply material pertinent to meetings and shall explain its use;
- d) The electee shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board;
- e) A copy of the Board's policies and by-laws shall be given to the electee by the Clerk;
- f) The opportunity shall be provided for new Board members to attend the New York State School Boards Association orientation program.
- g) Every voting member of a Board of Education of the school district elected or appointed for a term beginning on or after July 1, 2005 shall, within the first year of his/her term, complete a minimum of six (6) hours of training on the financial oversight, accountability, and fiduciary responsibilities of a school board member. The curriculum used for said training shall be approved by the Commissioner of Education.

Adopted: 7/2/03

Revised: 11/29/06

# POLICY

2003

2120

Internal Operations

**SUBJECT: USE OF PARLIAMENTARY PROCEDURE**

The business of the Board of Education shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order.

Commissioner's Decision Numbers 8018 and 8873  
General Construction Law Section 41

Adopted: 7/2/03

# POLICY

2003

2210

Internal Operations

## **SUBJECT: COMMITTEES OF THE BOARD**

The Board and/or the President of the Board may at its discretion establish committees for the purpose of undertaking a specific task in connection with Board activity. These committees, however, cannot make legal decisions for the entire Board.

At the request of the Board, the President shall appoint temporary committees consisting of fewer than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The President of the Board shall be an ex-officio member of such committees.

The Board of Education recognizes that it may be necessary from time to time to authorize advisory committees for the purpose of enlisting opinions and counsel of the general public. Such committees shall be appointed by the Board of Education.

### **Visitation Committees**

The Board of Education shall appoint one or more committees, to visit every school or department at least once annually, and report on their conditions at the next regular meeting of the Board.

Education Law Section 1708

Adopted: 7/2/03

# POLICY

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Internal Operations

## SUBJECT: CITIZEN'S ADVISORY COMMITTEES

Advisory committees will be appointed by the Board of Education only when there is a definite function to be performed, and this function should be indicated to the committee when it is appointed. The service of an advisory committee shall not be longer than one school year or, for a definite term designated at the committee's inception. Re-appointment of any committee after the end of a school year or the designated term shall be at the discretion of the Board. The purpose of such a committee will be to act in an advisory capacity only, with all final decisions to be made by the Board of Education. The following guidelines will apply to all advisory committees appointed by the Board of Education.

- a) Advisory committees are appointed primarily to advise the Board of Education and school administration on matters of School District concern. In general, members of such committees shall not be required to perform specific services requested by an individual of the Board. The advisory committee shall focus on the function for which it was formed, and shall conduct its work in conformance with the guidelines specified by the Board of Education. It shall not become involved with other School District responsibilities.
- b) Advisory committees should advise on matters requiring decisions by the Board only after a thorough study has been made by the committee. Matters on which the Board has taken or intends to take action without the committee's advice should not be placed before an advisory committee.
- c) The committee should be as truly representative of the community as possible and the membership should be drawn from different areas, economic levels and vocational pursuits. In essence, it should be a cross section of the School District. The persons selected should be interested in the welfare of the school community to the extent that they will be willing to give time and effort to the study of vital issues. Selections should be made in terms of what members can and will do, rather than what organizations they represent.
- d) The Board of Education may appoint members from a list submitted to them from other Board members and members of the administrative staff. After a list of proposed members has been completed, the Board of Education shall send letters of invitation to individuals on the list. The letter should include some of the following: a statement of the problem facing the Board and the School District, need for aid from citizens in solving the problem, time and place of the first meeting, and any other vital information.
- e) The Board of Education or Superintendent will appoint a chairperson pro-tem to direct initial committee activities until such time as a chairperson is elected by the committee.
- f) An advisory committee is prohibited from expending any District funds without prior approval and specific authorization from the Board.

(Continued)

# POLICY

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Internal Operations

## **SUBJECT: CITIZEN'S ADVISORY COMMITTEES (Cont'd.)**

- g) An advisory committee is prohibited from entering into any contractual agreements.
- h) The Board reserves the right to designate one or more of its members and members of the administrative staff to act as liaison between the advisory committee and the Board of Education. The function of the liaison is to help the committee fulfill its function by providing information and needed resources.
- i) In accordance with the Open Meetings Law, for any meetings scheduled at least one week ahead of time, public notice of the time and place shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two (72) hours before such meeting. For meetings scheduled less than one week in advance, public notice of the time and place shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior to such meetings.
- j) Written minutes of all meetings will be sent to the Board of Education within one (1) week.
- k) When the committee is ready to submit their final report on the assigned topic, the Board shall, on request, arrange a joint session for the purpose of receiving the report. This session may be held as part of a regular or work session meeting of the Board. At this joint session, the report shall be presented to the Board and the administrative staff for their study, consideration and final action by the Board.
- l) The Board of Education shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of all the major conclusions and the recommendations made by such committees. All public announcements concerning the organization, membership, operations, recommendations, and the resolutions of such committees shall be made at such time and in such manner as the Board may choose with all news releases channeled through the Superintendent of Schools.

The Board of Education maintains certain legal powers and prerogatives that cannot be delegated or surrendered to a committee. Therefore, all recommendations of an advisory committee must be submitted to the Board for official action. The Board reserves the right to accept, reject, or modify all or parts of the committee's recommendations.

On completion of its study, the advisory committee will be discharged from any further responsibility to the Board of Education. The Board reserves the right to dissolve any of its advisory committees at any time during the life of any committee.

Public Officers Law Article 7

Adopted: 7/2/03

# POLICY

2003

2310

Internal Operations

## **SUBJECT: MEMBERSHIP IN ASSOCIATIONS**

The Board of Education may take advantage of the opportunities available through membership in various educational organizations and associations of School Boards at the: national, state, and regional levels. It is generally in furtherance of the educational program of the School District for the Board to participate as fully as possible in the activities of these organizations and associations.

Education Law Section 1618

Adopted: 7/2/03

# POLICY

2003

2320

Internal Operations

**SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES,  
CONVENTIONS AND WORKSHOPS**

The Board believes that continuing in-service training and development are important for its members. The Board, therefore, encourages the participation of all members at appropriate school board conferences, conventions and workshops which are believed to be of benefit to the School District. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following guidelines:

- a) A calendar of school board conferences, conventions and workshops shall be maintained by the Board Clerk. The Board will periodically decide which meetings appear to be most likely to produce direct and indirect benefits to the School District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
- b) Funds for participation at such conferences, conventions, workshops and the like will be budgeted for on an annual basis. When funds are limited, the Board will designate which members are to participate at a given meeting.
- c) Reimbursement to Board members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement.
- d) When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

The authorization for Board members to attend a conference, convention, workshop and the like shall be by Board resolution adopted prior to such attendance. However, the Board, in its discretion, may delegate the power to authorize attendance at such conferences to the President of the Board of Education.

Where authorization has been delegated to the President of the Board, no expense or claim form shall be paid unless a travel order or similar document signed by the President is attached to such form, authorizing the claimant to attend the conference.

General Municipal Law Section 77-b and 77-c  
Education Law Section 2118

NOTE: Refer also to Policy #6180<sup>61</sup> -- Expense Reimbursement.

Adopted: 7/2/03



# POLICY

2003

2330

Internal Operations

## **SUBJECT: COMPENSATION AND EXPENSES**

No member of the Board may receive any compensation for his/her services unless he/she shall also serve as District Clerk and be paid as Clerk. All members of the Board of Education may be reimbursed for actual expenses incurred in representing the District. All bills or claims for reimbursement must be itemized in reasonable detail.

Education Law Section 2118  
General Municipal Law Section 77-b

Adopted: 7/2/03

# POLICY

2003

2331

Internal Operations

**SUBJECT: BOARD MEMBER INSURANCE**

Members of the Board of Education shall be eligible to join the health insurance plan provided for the employees of the District, provided that the full premiums for the health insurance were paid for by the member of the Board of Education.

NOTE: Refer also to Policy # Defense and Indemnification of Board Members and Employees.

Adopted: 7/2/03

# POLICY

2006

2340

Internal Operations

## **SUBJECT: BOARD SELF-EVALUATION**

The members of the Board of Education recognize that the process of a self-evaluation is an important part of the procedures which are necessary to effectively operate the School District. The Board of Education has developed guidelines which are to be used for the self-evaluation. The self-evaluation should be conducted annually and should be completed by June 30 of each year.

Adopted: 7/2/03  
Revised: 10/11/06