

Bolivar–Richburg Central School District

2110 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) The opportunity shall be provided for newly elected School Board members to participate in the 12 hours of State-mandated training within their first year of office. This training includes Governance skills (6 hours) and Fiscal Oversight Fundamentals (6 hours).

2120 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

Reviewed: September 2011

2121 BOARD MEMBER TRAINING

Training requirements for Board members in the first year of their first term as a Board member is two-fold.

Training on Financial Oversight, Accountability and Fiduciary Responsibilities

Currently, within the first year of election or appointment, each Board member must complete a minimum of six (6) hours of training on the financial oversight, accountability and fiduciary responsibilities of a school board member.

Re-elected Board members are not required to repeat this training. Additionally, re-training is not required if the Board member has previously fulfilled this requirement as a first-term member of a component school district.

Training on Powers, Functions and Duties of Board Members and Other Authorities

Beginning July 1, 2011 and thereafter, in addition to the above training, during the first year of a Board member's first term, he/she shall be required to complete a training course acquainting them with the powers, functions and duties of Boards of Education, as well as the powers and duties of other governing and administrative authorities affecting public education.

Re-elected Board members shall not be required to repeat this training. Additionally, should a voting Board member be seated or appointed on or before August 13, 2010, the signing date of Chapter 388 of the Laws of 2010, he/she is not required to take this training.

Curricula and Compliance

Training on financial oversight, accountability and fiduciary responsibilities shall be approved by the Commissioner of Education in consultation with the State Comptroller. General training shall be approved by the Commissioner of Education. Providers shall be approved by the Commissioner. Curricula may be offered together as a single course or separately.

Upon completing the required training, the Board member shall file with the District Clerk a certificate of completion issued by the provider of the training. Actual and necessary expenses incurred by a Board member in complying with these requirements are a lawful charge up the District.

Education Law Section 2102-a

8 New York Code of Rules and Regulations (NYCRR) Section 170.12(a)

2210 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 less than a quorum of 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. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

Visitation Committees

The Board of Education shall appoint one (1) 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

Reviewed: September 2011

2310 MEMBERSHIP IN ASSOCIATIONS

The School District shall be a member of the New York State and the Allegany County School Boards Associations. Additionally, the Board may maintain membership and participate cooperatively in other associations.

Education Law Section 1618
Comptroller's Opinion 81-255

Reviewed: September 2011

2320 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 Sections 77-b and 77-c
Education Law Section 2118

Reviewed: September 2011

2330 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

Reviewed: September 2011

2331 MEDICAL INSURANCE OPTION

The Bolivar-Richburg Central School District Board of Education recognizes that Section 92-a of the General Municipal Law permits current and former ("retired") School Board members to participate in the District's group hospitalization and medical insurance plan provided that the members pay the total cost both on themselves and their family members.

Current members of the Bolivar-Richburg Central School Board of Education who wish to participate in the District's group health insurance plan may apply for such membership in the plan only after serving on the Board of Education of the Bolivar-Richburg Central School District for one (1) complete calendar year.

Only those former members of the Bolivar-Richburg Board of Education who have twenty (20) years or more of service in such position will be eligible to continue their participation in the District's group health insurance plan once they leave the Board of Education.

Board members and former Board members who choose to participate in the District's group health insurance plan will pay all premium costs for themselves and their family members on at least a monthly basis. The District will not assume any responsibility for making or sending billing notices to Board members and former Board members. If full and complete premium payments are not received by the Business Office on the due date established for each month, the Board members' or former Board members' participation in the District's group health insurance plan will be considered to have ceased.

Board members and former Board members who choose to participate in the District's group health plan will receive two (2) copies of this resolution at the time they enroll in the plan. One (1) copy, to be kept in the District Office, will be signed and dated by the Board member to indicate that he/she understands this resolution and agrees to comply with its terms. The other copy will be given to the Board member or former Board member.

General Municipal Law Section 92-a

Reviewed: September 2011

2340 BOARD SELF-EVALUATION

The Board shall review the effectiveness of its internal operations at least once annually and will formulate a plan for improving its performance.

The Superintendent and others who work regularly with the Board may be asked to participate in this review and to suggest ways by which the Board can improve its functioning as a legislative body.

Reviewed: September 2011

2350 REQUEST OF INFORMATION BY A BOARD MEMBER

It is the responsibility of a Board member to remember at all times that he/she is a member of an educational team and to recognize that the strength of the School Board is as a Board, not as individuals.

In the event a Board member is in need of information from an administrator, the administrator may give that Board member the information provided it is readily available.

In the event that the information requested will take extensive research and time on the part of the administrator, the Board member must submit his/her request to the entire membership of the Board of Education. The Board of Education, as a whole, will determine if the information is worth pursuing and in the best interest of the Board and the School District.

Reviewed: September 2011
