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2000

Internal Operations

**Chester Union Free School District**

## **INTERNAL OPERATIONS**

**(Section 2000)**

**NUMBER**

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**SUBJECT: ORIENTING AND TRAINING BOARD MEMBERS**

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

- a) Giving the electee selected materials relating to the responsibilities of Board membership supplied by local, state, or national school-board associations or other professional organizations;
- b) Inviting the electee to attend Board meetings and to participate in its discussions;
- c) Having the Clerk supply material pertinent to meetings and explaining its use;
- d) Inviting the electee to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board;
- e) Having the clerk provide a copy of or access to the Board's policies and bylaws;
- f) Providing the opportunity to attend a local, state, or national school-board association's orientation program.

**Board Member Training**

Within the first year of election or appointment, each Board member must complete a minimum of six hours of training on the financial oversight, accountability, and fiduciary responsibilities of a school board member and a training course acquainting him or her with the powers, functions, and duties of Boards, as well as the powers and duties of other governing and administrative authorities affecting public education. Re-elected Board members will not be required to repeat this training. The curriculum and provider of this training must be approved by the Commissioner of Education.

Upon completing the required training, the Board member will 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 to the District.

Education Law § 2102-a

8 NYCRR § 170.12(a)

Adoption Date 12/07/2022

# POLICY

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**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

**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 will appoint temporary committees consisting of less than a quorum of the full membership for special purposes. These committees will be discharged on the completion of their assignment. The President of the Board will be an ex-officio member of these committees.

The Board recognizes that it may be necessary to periodically authorize advisory committees for the purpose of enlisting opinions and counsel of the general public. These committees will be appointed by the Board. The Board has the right to accept, reject, or modify all or any part of a committee recommendation.

**\*Audit Committee**

The Board has established an audit committee to oversee the annual audit of the District and report on its findings to the Board.

**Visitation Committees**

The Board will 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 §§ 1708, 2116-c, and 4601

NOTE: Refer also to Policy #5572 -- Audit Committee

Adoption Date 12/07/2022

# POLICY

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## 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)

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## 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

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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

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## **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 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) The Board Clerk will inform the Board of upcoming conferences, conventions, and workshops. The Board will periodically decide which meetings appear to be most likely to produce direct and indirect benefits to the District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at these meetings.
- b) Funds for participation at 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, or workshop will be by Board resolution adopted prior to attendance. However, the Board, in its discretion, may delegate the power to authorize attendance at conferences to the President of the Board.

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

Education Law § 2118

General Municipal Law §§ 77-b and 77-c

NOTE: Refer also to Policies #5323 -- Reimbursement for Meals/Refreshments

#6161 -- Conference/Travel Expense Reimbursement

Adoption Date 12/07/2022



**SUBJECT: COMPENSATION AND EXPENSES**

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

**Conference Travel for Newly Elected Board Members**

In accordance with General Municipal Law, the Board, by a majority vote, may authorize a newly elected Board member whose term of office has not yet commenced to attend a conference. This conference travel must be for official District business utilizing a cost-effective and reasonable method of travel.

Authorization must be by resolution adopted prior to attendance and duly entered in the minutes. However, the Board may delegate the power to authorize attendance at a conference to the Board President or Board Vice President.

Education Law § 2118

General Municipal Law §§ 77-b and 77-b(2)

Adoption Date 12/07/2022

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**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

2022

2340

Internal Operations

**SUBJECT: BOARD SELF-EVALUATION**

The Board will review the effectiveness of its internal operations at least once annually and 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.

Adoption Date 12/07/2022