
Pittsford Schools

Policy Manual

Section 2000

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Internal Operations

Pittsford Central School District

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Internal Operations

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:

- 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 explain 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 programs.

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 Section 2102-a
8 NYCRR Section 170.12(a)

Pittsford Central School District Adopted: 5/9/66
Revised: 6/28/82; 12/12/88; 2/20/89; 3/11/96; 4/6/98; 12/11/00; 10/12/04; 4/16/24

2004

2120

Internal Operations

SUBJECT: USE OF PARLIAMENTARY PROCEDURE

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

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 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.

Audit Committee

The Board established audit committee oversees and reports to the Board on District audits.

Visitation Committees

The Board shall visit every school at least once annually and report on the condition of the facility at the next regular meeting of the Board.

Education Law Section 1708, 2116-c and 4601

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

Pittsford Central School District Adopted: 11/17/66

Revised: 12/12/66, 6/28/82, 2/20/89, 4/8/96, 12/11/00, 10/12/04, 12/12/05; 10/22/07

SUBJECT: COMMITTEE MEMBERSHIP AND PARTICIPATION**Role of a Board Member on a Committee**

Board members represent the entire Board by their membership on any committee. In all cases, Board members serve the role of liaison to the entire Board by their membership and participation on a committee. They are expected to report significant committee-related events and important upcoming agenda items during the "Board report" agenda item at regularly scheduled Board meetings.

A Board member may be asked to serve on a committee for one or more of the following reasons:

- a) Service or membership as participation in county, state, or national school Board associations or agencies;
- b) Service or membership as required by law;
- c) Board representation on District or other committees must be approved by the Board;
- d) Membership for a finite period of time to address a specific issue with an ad hoc committee or association, with the condition that Board membership has been accepted by the Board;
- e) Membership on a committee that is in an initial phase of organization and Board membership has been accepted by the Board;
- f) Annual designation to perform a specific activity or function in that school or calendar year.

Board Membership or Participation Not Recommended

The Pittsford Central School District holds the shared decision making model in high regard. As steward of shared decision-making, the Board recognizes committees whose sole task is to aide the Superintendent in making a recommendation to the Board. Due to the nature of this relationship, it is not recommended the Board members serve any participative role on this type of committee.

For the same reasons, it is not recommended that Board members serve any participative role on District committees that have been formed in an ad hoc manner to aide the Superintendent in making a recommendation to the Board.

(Continued)

SUBJECT: COMMITTEE MEMBERSHIP AND PARTICIPATION (Cont'd.)**Review Period for Valid Committees and Board Membership**

Membership and participation on District, community, or professional committees or organizations based on the above criteria will be reviewed on an annual basis at the annual Board reorganization meeting. Review of current committee assignments and upcoming committee activities for the following school year shall take place at that reorganization meeting.

Continuing Communication

Recognized District committees must operate according to Board approved charters and may be required to give an update to the Board on progress and direction at intervals as determined by the Board.

Participation or Membership in All Other Committees or Organizations

Terms of membership and participation of a Board member is limited to this policy. Approval of Board membership and participation on a committee or organization is by Board vote.

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 school Board member development and school District governance. 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 Clerk. The Board will periodically decide which meetings appear to be most likely to produce direct and indirect benefits to the school Board and District. Board members who become aware of additional conference opportunities will share the information with the Board president who will make the information available to all Board members for consideration.
- 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.

Board members must complete a Request for Conference Attendance/Travel Reimbursement form and submit it to the Board president for signature. In the case of the Board president attending a conference, she/he will submit a form to the vice president for signature. Following the conference, this form and the section entitled "Expense Claim Form" must be completed and accompanied with appropriate receipts and submitted to the Clerk for processing.

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

NOTE: Refer also to #6161R -- Conference/Travel Expense Reimbursement

Pittsford Central School District Adopted: 6/28/82
Revised: 2/20/89, 3/11/96, 12/11/00, 10/12/04, 1/30/06

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Internal Operations

SUBJECT: COMPENSATION AND EXPENSES

No member of the Board may receive any compensation for their services. 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.

Education Law Section 2118
General Municipal Law Sections 77-b and 77-b(2)

Pittsford Central School District Adopted: 6/28/82
Revised: 2/20/89, 3/11/96, 12/11/00, 10/12/04; 4/16/24

Internal Operations

SUBJECT: 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.