

Internal Operations

SUBJECT: ORIENTING AND TRAINING 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, to participate in its discussions, and may be invited to participate in executive sessions.
- 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 the electee by the Clerk.
- f) The opportunity shall be provided for new Board members to attend a New York State certified orientation program.

Board Member Training

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 and a training course acquainting him/her 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. The curriculum and provider of this training must be approved by the Commissioner of Education.

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 to the District.

Education Law Section 2102-a
8 NYCRR Section 170.12(a)

Adopted: 1988
Revised: 4/4/06; 12/13/11;

POLICY

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