

Internal Operations

East Syracuse Minoa Central School District

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Internal Operations

SUBJECT: ORIENTING AND TRAINING NEW BOARD MEMBERS

The Board and District staff shall assist each new member-elect or appointed member to understand the Board's functions, policies, and procedures before taking office. The following actions may be taken to orient and train each member-elect or appointed member prior to taking office:

- a) Providing individuals with selected material on the function of the Board and the School System.
- b) Inviting individuals to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board
- c) Giving individuals a copy of the Board's policies and bylaws, and copies of pertinent materials developed by the state School Board Association.
- d) Encouraging individuals to attend new Board member conferences and workshops as deemed appropriate.
- e) Requiring individuals to attend mandated School Board member training.

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 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: 3/25/2024

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 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 of Education shall establish a committee to visit every school or department at least once annually and report on the condition thereof at the next regular meeting of the Board.

Education Law Sections 1708, 2116-c and 4601

NOTE: Refer also to Policy #5572 -- [Audit Committee](#)

Adopted: 3/25/2024

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, seminars, workshops and conventions. In order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following guidelines:

- a) The Superintendent will distribute to each Board member information regarding conferences, conventions, and workshops to decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District.
- b) Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate 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 any Board member attends a conference, convention or workshop, the member may be requested to share information, recommendations and materials acquired at the meeting.

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. Such conference travel shall be for official District business and shall be made utilizing a cost-effective and reasonable method of travel.

The authorization a newly elected Board member whose term of office has not yet commenced to attend a conference, convention, workshop and the like shall be by written approval of the President of the Board of Education, prior to such attendance, using the appropriate District Conference Travel Forms.

Authorization for conference Attendance and Reimbursement for Expenses

The authorization for Board members to attend a conference, convention, workshop and the like shall be by written approval of the President of the Board of Education, prior to such attendance, using the appropriate District Conference Travel Forms.

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, reviewed and approved by the Superintendent, is attached to such form, authorizing the claimant to attend the conference.

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

NOTE: Refer also to Policies #5323 -- Reimbursement for Meals/Refreshments
#6161 -- Conference/Travel Expense Reimbursement

Adopted: 3/25/2024

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Internal Operations

SUBJECT: BOARD SELF-EVALUATION

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

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

The Board President is responsible for setting the dates for the annual evaluation.

Adopted: 3/25/2024