

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, 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, provided, however that such electee may not vote or attend any executive or exempt sessions until such time as he or she has been duly sworn as a Member of the Board.
- c) Having the District 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 District;
- e) Having the District Clerk provide a copy of or access to the Board's policies and bylaws;
- f) Providing the opportunity to attend orientation programs offered by a local, state, or national school-board association's orientation program.

Board Member Training

Within the first year of election or appointment, each new 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. The failure to complete the required training by the end of the first year may subject a new Board member to removal.

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)

Adopted: 6/22/99
Revised: 9/6/22