

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

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**(Section 2000)**

**INTERNAL OPERATIONS**

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# LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

2110

Internal Operations

## **SUBJECT: NEW BOARD MEMBER ORIENTATION AND TRAINING**

The Board and its staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before they takes office, by the following methods:

- a) The electee shall be given selected material relating to responsibilities of Board membership, supplied by the Board, New York State School Boards Association, the National School Boards Association, and/or other professional organizations;
- b) The electee shall be invited to meet with Board members, and to attend Board meetings;
- 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) Electronic access to 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 the New York State School Boards Association orientation program;

### **Board Member Training**

Within the first year of election or appointment, each Board member is required by NYS to complete a minimum of six (6) hours of training on the financial oversight, accountability and fiduciary responsibilities of a Board member and a training course acquainting him/her with the powers, functions and duties of Boards and administrative authorities affecting public education. All training requirements shall be outlined in the Board Member Orientation Manual. 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 New York Code of Rules and Regulations (NYCRR) Section 170.12(a)

Adoption Date: 02/28/2022

# LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

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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 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. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

Education Law Sections 1708, 2116-c and 4601  
Public Officers Law Article 7

Note: Refer also to Policy #5572 - Audit Committee

Adoption Date: 02/28/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

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Internal Operations

**SUBJECT: MEMBERSHIP IN ASSOCIATIONS**

Membership in the New York State and the Niagara Orleans School Boards Associations is authorized under Education Law. Additionally, the Board may maintain membership and participate cooperatively in other associations.

Education Law Section 1618  
Comptroller's Opinion 81-255

Adoption Date: 02/28/2022

# LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

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Internal Operations

## **SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES, CONVENTIONS AND WORKSHOPS**

In keeping with the stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops and conventions. However, in order to control both the investment of time and funds, necessary to implement this policy, the Board establishes the following principles:

- a) A calendar of School Board conferences, conventions and workshops shall be maintained by the District Clerk. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
- 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 their travel expenses will be in accordance with the regulations established by the Board for travel reimbursements.
- 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.

General Municipal Law Section 77-B  
Education Law Section 2118

Adoption Date: 02/28/2022

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Internal Operations

**SUBJECT: COMPENSATION AND EXPENSES**

No member of the Board may receive any compensation for their services unless he/she shall also serve as Clerk of the Board and be paid as Clerk. The Clerk may be reimbursed for actual expenses incurred for official duties. All bills or claims for reimbursement must be itemized in reasonable detail.

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

Approved: 02/28/2022

# LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

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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 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 suggest ways by which the Board can improve its functioning as a legislative body.

An effective program of evaluation contains many features. The following conditions are crucial to evaluation that has as its primary purpose the improvement of Board leadership:

- a) Board members should be involved in development of the standards by which they will evaluate themselves;
- b) The evaluation should be a composite of the individual Board members' opinions, but the Board as a whole should meet to discuss the results;
- c) The evaluation should include a discussion of strengths as well as areas for improvement;
- d) The Board should not limit itself to those items that appear on the evaluation form.
- e) Each judgment should be supported by as much rational and objective evidence as possible.

When the Board has received the composite profiles from the evaluation, the Board members will discuss the results in detail and formulate a series of objectives for the ensuing year.

Adoption Date: 02/28/2022