

**SUBJECT: ORIENTING AND TRAINING BOARD MEMBERS**

The Board of Education of SWBOCES (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;
- c) Having the Clerk supply material pertinent to meetings and explaining its use;
- d) Inviting the electee to meet with the District 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; and
- f) Providing the opportunity to attend a local, state, or national school-board association's orientation program.

**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 Southern Westchester BOCES Board members and New York State School Board members who have received this training within the previous 9 years will not be required to repeat this training unless otherwise required by New York State law or regulation. 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 Clerk of the Board 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 Southern Westchester BOCES.

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

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