

## 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 the following methods:

- a) The electee will be given selected materials relating to the responsibilities of Board membership, 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 will be invited to attend Board meetings and to participate in its discussions;
- c) The Clerk will supply material pertinent to meetings and explain its use;
- d) The electee will 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 will be given to the electee by the Clerk;
- f) The opportunity will 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 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.

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: 3/26/19