

( ) Required

**(X) Local**

(x) Notice

### **BOARD OPERATIONAL GOALS**

The Board of Education, as a legally constituted body of elected representatives, bears the responsibility of setting policy for the school district. The Board acts in accordance with authority and responsibility vested in it by federal and state laws, rules, and regulations on behalf of the district's citizens.

In order to ensure that its educational programs provide all students with a high-quality education, the Board hereby establishes as its goals:

1. to work closely with the community to ensure that Board actions and performance take into consideration the concerns and aspirations of the community;
2. to identify the educational and technological needs of the community and industry, and to transform such needs into programs aimed at stimulating students and preparing them for future careers;
3. to employ a Superintendent of Schools capable of ensuring that the district maintains its position as an outstanding school system, and that school personnel carry out the policies of the Board with energy and dedication;
4. to provide leadership in order that goals and objectives of the district, as set forth by the Board, can be effectively carried out. Board action should be confined to policy-making, planning and appraisal with the Board delegating authority to the Superintendent for the implementation of policies; and
5. to evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation.
6. to set specific annual goals in September and evaluate progress on these goals periodically with a final analysis and assessment by June.

Adoption date: Approved May 4, 2021

Required  
 Local  
 Notice

### SCHOOL BOARD LEGAL STATUS

The Board of Education is a seven-member Board elected by district residents. Each member of the Board serves for three years. The terms of office of Board members shall not all expire in the same year. Board members are responsible for school district management and policy-making.

The legal status of the Board is that of a corporate body established pursuant to the laws of New York State. Any liability of the district is a liability of the Board of Education as a corporation and not that of the members of the Board as individuals.

The Board is entrusted with the responsibility of developing policies under which the district is managed. In addition, the Board has all the powers and duties stated in the Education Law and other applicable New York State law.

Complete and final authority on all district educational matters, except as restricted by law, will be vested in the Board.

Ref: Education Law §§1604; 1604-a; 1701; 1702; 1703; 1708; 1709; 1710  
1804(1); 2101(2); 2105

Adoption date: Approved May 4, 2021

- Required  
 **Local**  
 Notice

### **BOARD MEMBER AUTHORITY**

Members of the Board of Education have legal authority for the conduct of the district schools only when acting as a body in a properly convened meeting. Individual members or committees exercise their authority over district affairs only as they are authorized by the Board. Individual opinions on Board matters can and should be defended vigorously, but once the Board, as a unit, has made a decision, it should be accepted gracefully and wholeheartedly. Board members acting as individuals have no authority over personnel or school affairs.

Reports requested by the members of the Board should be approved by the Board and made available to all members of the Board of Education. Only the President should make informational requests of the Administration through the Superintendent. Individual members are entitled to information that is available to the general public using the method that is described in the Freedom of Information Law process.

Members of the Board are free to speak as individuals on issues outside of board meetings but such public expression is not to be construed as board policy or the sentiment of the entire Board. Information from executive sessions shall be treated as confidential and released only when appropriately authorized. The Board will not be bound by any individual Board member's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member.

Ref: Education Law §§1604; 1701; 1708; 1709; 1710  
*Matter of Bruno*, 4 EDR 14 (1964)

Adoption date: Approved May 4, 2021

## BOARD MEMBER AUTHORITY REGULATION

### *School Visits by Individual Board Members and by Board Committee*

Whenever possible, advance notice of official school visits by individual Board of Education members shall be given to the Building Principal. When a Board member makes such visit to a district school, he/she must notify the Principal upon entering the building. Concerns or opinions related to the educational program in individual school buildings shall be directed to the Superintendent of Schools.

It is the duty of the Board to appoint a committee of Board members to inspect schools annually and report its findings to the Board at its next meeting.

### *Access to Personnel Files*

A member of the Board may review employee personnel records provided that:

1. the Superintendent is requested in advance, at an open meeting of the Board, to present the file to the Board;
2. the file is reviewed during an Executive Session in the presence of a majority of the Board or their designee;
3. the personnel records are returned in their entirety to the Superintendent at the conclusion of the Executive Session; and
4. no reproduction of the records is made and no written notes are taken of the contents of employee personnel records.

The information contained in such records shall only be used by the Board for the purpose of aiding Board members in making decisions regarding personnel employment matters, such as appointments, assignments, promotions, demotions, remuneration, discipline or dismissal; development and implementation of personnel policies; or such other uses as are necessary to enable the Board to carry out its legal responsibilities.

Ref: 8 NYCRR, Part 84  
*Gustin v. Joiner*, 95 Misc 2d 277 (1978)

Adoption date: Approved May 4, 2021

Required  
 Local  
 Notice

## SCHOOL BOARD ELECTIONS

The election of members of the Board of Education shall be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case, upon petition to the Commissioner by March 1<sup>st</sup>, it shall be held on the second Tuesday in May. The polls shall be open for those hours designated by the district. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two (2) percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence address of the candidate. Each petition shall be filed with the District Clerk not later than thirty (30) days preceding the election.

The District Clerk will supervise the procedure used to establish the order of names on the ballot. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve. Candidates for the Board are nominated to serve at large and do not run for a specific seat on the Board.

Electioneering during the hours of any vote is prohibited within the polling place or within 100 radial feet of the entrance to any such polling place. Displays or handout items of any political nature, except those permitted by law, shall be prohibited by any individual, group or organization in any school building on those days when the polls are open for voting on school district matters, including, but not limited to, the annual school budget, candidates for the Board of Education, special propositions, etc.

Cross-ref: 1050, Annual Election and Budget Vote

Ref: Education Law §§2012; 2013; 2014; 2018; 2018-a; 2019-a; 2031; 2035

Adoption date: Approved May 4, 2021

Required  
 Local  
 Notice

## VOTING PROCEDURES

### Eligibility to Vote

A person shall be entitled to vote in any school district election and in all matters placed upon the official ballot, if such person is:

1. a citizen of the United States;
2. at least 18 years of age;
3. a resident within the school district for a period of 30 days immediately preceding the election at which such person desires to vote; and
4. is registered to vote either with the County Board of Elections or the School District.
5. In accordance with section 5-106 of the Election Law, the following individuals are excluded:
  - a) those convicted felons who have not been pardoned or had their rights of citizenship restored, those whose maximum sentence of imprisonment has not expired; and/or those who have not been discharged from parole;
  - b) persons adjudged mentally incompetent by a court

Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law provisions. Each annual or special election or meeting shall have a presiding chairperson appointed by the Board, who must be a qualified voter in the district. Such chairperson shall declare the polls open and, at the end of the vote, declare the polls closed.

### Voting

Voting at school district meetings, annual or special, shall be by use of voting machines or by paper ballots.

Voting machines or paper ballots shall be prepared for voting at the direction of the District Clerk at a location to be determined by the Board. The number of voting machines in actual use at any one time during a school district meeting shall be determined by the District Clerk according to need.

If voting machines are used, each machine shall be examined by the inspectors of election prior to the vote to ensure that they are in all respects in proper condition for use.

Each voting machine or ballot box shall have at least two (2) inspectors appointed by the Board in attendance during all voting hours. It shall be the duty of the inspectors to keep a poll list containing the and legal residence address of each person before such person is permitted to vote.

Entering a privacy kiosk with another person is prohibited, except upon request from a voter, in which case an election inspector shall be allowed to enter the privacy kiosk with that voter for the sole purpose of assisting that person in the actual casting of the ballot. The election inspector shall not advise or induce such voter to vote on any proposition or candidate, and the election inspector shall never reveal the vote(s) recorded by the voter to any other person at any time.

Ballots containing the names of nominated candidates and as many write-in spaces as there are vacancies at the time of election will be provided by the Board. The writing in of a name in the blank space so provided, will sufficiently indicate a vote. The district cannot require a voter to place any other mark beside the name of a write-in candidate.

### Absentee Ballots

The Board provides for the use of absentee ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the vote on the school district budget, and on questions and propositions submitted to the voters of the district. The Absentee Ballot Application is available from the Office of the District Clerk and on the District's website. The original application must be received by the District Clerk no more than 30 days and at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered to the voter or the voter's authorized agent set forth in the application at the District Office. The application must be completed and returned, and the individual must verify therein that they meet all voting requirements, and explain the reason for their inability to appear in person to vote.

In particular, the individual must state that they (a) will be absent from the county on election day or (b) unable to appear to vote in person on the day of the school district election because:

1. of temporary illness or physical disability;
2. of duties related to primary care of a person who is ill or physically disabled;
3. of being a resident or patient in a Veterans Administration hospital; or
4. of being detained in jail awaiting action by a grand jury; awaiting trial; or confined in prison after conviction for an offense other than a felony.

The district will also provide military ballots to military voters for school district elections and votes. A military voter is a qualified voter of New York State who:

1. Is in actual military service and, by reason of the military service, is absent from the District on the day of registration or election, or
2. Is discharged from that military service within 30 days of an election;  
or
3. A spouse, parent, child or dependent of the military voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

The district shall request registration lists from the Board of Elections for those voters whose registration record has been marked “permanently disabled” and shall automatically mail absentee ballots to such voters in advance of each district vote or election.

Ref: Education Law §§2012; 2014; 2018; 2018-a; 2018-b; 2018-c; 2019; 2019-a; 2020; 2025; 2032(2)(e); 2035; 2037; 2603; 2607; 2610; 2613  
Election Law §§3-224; 5-106; 5-612; 5-400; 5-406  
*Matter of Rodriguez*, 31 EDR 471 (1992)  
*Matter of Gresty*, 31 EDR 90 (1991)  
*Matter of Ferro*, 25 EDR 175 (1985)  
*Matter of Manno and Maloney*, 23 EDR 172 (1983)  
*Matter of Yost*, 21 EDR 140 (1981)  
*Matter of Alpert and Helmer*, 20 EDR 281 (1980)  
*Matter of Reigler and Barton*, 16 EDR 256 (1977)

Adoption date: Approved May 4, 2021

## VOTING PROCEDURES REGULATION

### *Absentee Ballots*

The following shall be followed when using absentee ballots:

1. Applications must be received by the District Clerk or Board of Education designee no more than 30 and at least seven days before the election if the voter or the voter's authorized agent set forth in the application will personally pick up the absentee ballot at the District Office.
2. If the District Clerk or Board designee examines the application and determines (after proper inquiry, if necessary) that the applicant is a qualified voter of the district and entitled to vote by absentee ballot, the District Clerk or Board designee shall mail the applicant an absentee ballot and make a list of those individuals to whom an absentee ballot was sent. The list shall be posted and will be available for inspection to qualified voters of the District at the Office of the District Clerk during regular office hours until the day of the Election and Vote. Any qualified voter may file a written challenge of the qualifications of a voter, whose name appears on such list, stating the reasons for the challenge.
3. The District Clerk or Board designee shall request registration lists from the Board of Elections for those voters whose registration record has been marked "permanently disabled" and absentee ballots shall be automatically sent to them at the last known address of such individual(s), marked "Do Not Forward" and "Return to Sender in Five Days", by either first class or certified mail, at the Board's discretion. However, the method of mailing must be applied consistently.
4. Any written challenge to an individual on the posted list must be transmitted by the District Clerk or Board designee to the election inspectors on election day. A challenge, with the reasons therefor, may be made on election day to the election inspectors. The Board authorizes the District Clerk or Board designee to call the authorities for any needed assistance. The District Clerk or Board designee may also summon any person to its office to be examined and may issue a subpoena for this purpose.
5. As nearly as practicable, ballots shall be in the same form as ballots used in district elections and must contain instructions for marking. If a paper ballot is used, it shall conform; if by voting machine, it shall conform substantially regarding the manner in which names of candidates, questions and propositions appear and it shall contain a space for a write-in(s). The back of the absentee ballot shall contain the words "Official Ballot", or "Absentee Voter"

6. In order to be canvassed, absentee ballots must be received at the office of the District Clerk or Board designee no later than 5:00 P.M. on the day of the election. The District Clerk or Board designee shall transmit all absentee voters' envelopes to the election inspectors. Immediately after closing the polls, the inspectors of election shall examine the envelopes. Any envelope shall be laid aside unopened and returned unopened if:

- a. the voter has already voted in person for this school election; or
- b. there is no signature on the envelope.

If the absentee ballot voter has not voted in person or if no objection is made or sustained, the envelope must be opened and the ballot withdrawn from the envelope, without unfolding, and deposited in the proper box or boxes.

7. If the envelope contains no ballot when opened, the inspectors shall make a memorandum showing the ballot is missing.

8. The inspectors shall ascertain the total number of absentee ballots cast, deducting from the number of envelopes opened the number of missing ballots. The inspectors shall make a separate return for these categories in duplicate.

9. The number of absentee ballots deposited in the box shall be counted or canvassed by the election inspectors with the other ballots, or, where voting machines are used, shall be added to the votes recorded on such machines.

Ref: Education Law §2018-b

Adoption date: Approved May 4, 2021

**ABSENTEE BALLOT APPLICATION**

For an absentee ballot application, please go to the district website:

<https://www.millbrookcsd.org/cms/lib/NY50000204/Centricity/Domain/38/absenteeballotapplication2021.pdf>

Adoption date: Approved May 4, 2021

Required  
 Local  
 Notice

### BOARD MEMBER QUALIFICATIONS

The qualifications of a member of the Board of Education are that the individual:

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent; (Note: a convicted felon is barred from running for a seat on a board of education if their maximum prison sentence has not expired or if they have not been pardoned or discharged from parole)
3. must be and have been a resident of the school district for at least one year immediately prior to the election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school board; and
7. may not simultaneously hold another incompatible public office.

Ref: Education Law §§2102; 2103; 2502(7)  
Election Law §5-106(2)-(4), (6)  
*Rosentock v. Scaringe*, 40 N.Y.2d 563 (1976)  
*Matter of Schoch*, 21 EDR 300 (1981)

Adoption date: Approved May 4, 2021

Required  
 Local  
 Notice

### **BOARD MEMBER REMOVAL FROM OFFICE**

A member of the Board of Education may be removed from office for willful violation or neglect of duty, or for willfully disobeying any decision, order or regulation of the Commissioner of Education. Notice of the charge and an opportunity for defense shall be provided. Official misconduct may be grounds for removal by the Board after a hearing.

A Board of Education member may be removed from office if it is determined the member does not meet the qualifications, as identified in policy 2121, "Board Member Qualifications", required to be a Board member.

A vacancy on the Board may also be declared if it is clearly established that a member has failed to attend three consecutive Board meetings without sufficient excuse or if a member has changed their legal residence from that of the school district.

Cross-ref: 2121, Board Member Qualifications

Ref: Education Law §§306; 1709; 2109

Adoption date: Approved May 4, 2021

Required  
 Local  
 Notice

### **FILLING BOARD VACANCIES**

The Board of Education has the power and duty to fill, by a majority vote, any vacancy which may occur on the Board by reason of death, resignation, removal from office or from the school district, or refusal to serve, of any member of the Board. The person so appointed in the place of any such member of the Board shall hold their office until the next annual election of Board members. The unexpired term of the office will then be filled by election.

The Board shall also have the power to call a special school district election for the purpose of filling the unexpired term of office of a member of the Board.

Ref: Education Law §§1709(17); 2113

Adoption date: Approved May 4, 2021

Required

Local

Notice

## SCHOOL BOARD MEMBER AND EMPLOYEE CODE OF ETHICS

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any office or employee may call into question the integrity of the management or operation of the school district. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of district officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all district officers and employees under the provisions of the General Municipal Law. Therefore, every officer and employee of the district, whether paid or unpaid, shall adhere to the following code of conduct:

1. Gifts: An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential information: An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. This includes matters discussed in executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law.
3. Representation before the Board or District: An officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. Disclosure of interest in matters before the Board: A member of the Board of Education and any officer or employee of the district, whether paid or

unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law.

5. Investments in conflict with official duties: An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law.
6. Private employment: An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
7. Future employment: An officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.
8. Involvement with Charitable Organizations: A Board member, officer or employee may be involved as a volunteer, officer or employee in a charitable organization which has a relationship with the district. If a Board member is a board member, officer or employee of the charitable organization the Board member must disclose such relationship in writing to the district, and the Board member must recuse himself or herself from any discussions or votes relating to the charitable organization which may come before the Board. When participating in the activities of the charitable organization, the Board member, officer or employee shall not disclose any confidential information learned in the course of his or her official duties or use such information to further personal interests. Additionally, the Board member, officer or employee shall not make representations on behalf of the district unless specifically authorized to do so by the Board. The mission of the charitable organization should not be in conflict with the mission of the school district.

9. Employment of family members: Under no circumstance shall administrative and/or supervisor employees be allowed to submit recommendations for hiring or evaluation of family members. The following will be considered family members: son, daughter, parent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchild, grandparent, wife and husband. Relatives of half-blood shall be considered as a relative of whole-blood, and step-relatives as whole relatives.
10. Obligation to Report any Suspected Fraud or Abuse: To assure that the highest degree of moral conduct is adhered to and to ensure the safeguarding of all assets, revenues investments and taxpayer monies held by the District, Board members and employees shall be required to report any suspected fraud or abuse, of any kind or nature, to their immediate supervisor, to the Superintendent of Schools or to the Board of Education.

### Distribution of Code of Ethics

The Superintendent of Schools shall provide access to this Code of Ethics to every member of the Board and employee of the school district. Each elected, re-elected, or appointed person thereafter shall be furnished access or a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

The District Clerk shall obtain a signed Code of Ethics copy from every board member upon election, re-election, or appointment.

### Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Cross-ref: 1800, Gifts from the Public  
9120.1, Conflict of Interest  
9645, Disclosure of Wrongful Conduct

Ref: General Municipal Law §§806-808  
Opn. St. Comp. 2008-01  
*Application of the Board of Education*, 57 EDR Dec. No. 17,147 (2017)  
*Application of Nett and Raby*, 45 EDR 259 (2005)

Adoption date: Approved May 4, 2021

**SCHOOL BOARD MEMBER CODE OF ETHICS EXHIBIT**

*As a member of my Board of Education, I will strive to improve public education, and to that end I will:*

- attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools;
- communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- maintain familiarity with educational issues through study and participation in programs providing needed information, such as those sponsored by state and national school boards associations;
- support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;
- take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and
- remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

---

Board Member Signature

Date

( ) Required  
 (x) Local  
 (X) Notice

## ANNUAL ORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees and third-party service providers for the proper management of the school district during the school year.

The Board will hold its annual organizational meeting on the first Tuesday in July. If that day is a legal holiday, the Board will hold the meeting on the first Wednesday in July. The Board may alternately hold the meeting on a date chosen by the Board, by resolution, during the first 15 days in July.

The District Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

### I. Oath of Office

The District Clerk shall administer and countersign the oath of office to newly-elected Board members. The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office. In the alternative, a Board member may take the oath of office before a notary public and the District Clerk shall read the action of taking the oath of office into the minutes of the next Board meeting.

### II. Election of Board Officers

The Board shall elect a president and vice-president for the ensuing year, and the District Clerk shall administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.

### III. Appointment of District Officers

The Board shall appoint and the District Clerk shall administer the oath of office to the following district officers:

District Treasurer	Deputy District Treasurer
District Clerk (oath administered by alternate)	Tax Collector
	Claims Auditor

IV. Appointment of Other Positions

The Board shall appoint and establish the stipend (if any) for the following positions as well as other positions/consultants as required by law or as the Board may choose:

School Attorney	Attendance Officers
Records Access Officer	Records Management Officer
Internal Auditor	External Auditor
Audit Committee	Purchasing Agent
Deputy Purchasing Agent	Deputy Central Treasurer
Central Treasurer	
Title IX, VI, VII Complaint Officer(s)	
Section 504/Title II ADA Complaint Officer	
Civil Rights Complaint Officer	
Asbestos/AHERA Designee	
District Medical Director and Chief Medical Officer	
Impartial Hearing Officers (IHO) to conduct Special Education Impartial Hearings	
Chairperson and members of the Committee on Special Education (CSE)	
Chairperson and members of the Committee on Preschool Special Education (CPSE)	
Pesticide Representative	
Chief Hygiene Officer	
DASA Coordinators (Building Level and District Level)	
Residency Designee	
Homeless Liaison	
Designated Educational Official	
Chief Emergency Officer	
Trustee and Alternate Trustee of DEHIC	
Trustee and Alternate Trustee Dutchess Worker's Comp. Consortium	
Records Appeal Officer	

V. Bonding of Personnel

The Board shall bond the following personnel handling district funds:

Superintendent of Schools	Board of Education
Assistant Superintendents of Schools	Audit Committee
Tax Collector	Claims Auditor
District Treasurer	Deputy Treasurer

The Board may, in each instance, specify the amount of the bond it intends to obtain. The Board may include any of the above officers in a blanket

undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

VI. Designations

The Board shall designate/approve:

Official depositories for district funds  
 Official district newspapers  
 The day and time of regular Board meetings  
 The rate for mileage reimbursement  
 The calendar for the upcoming school year  
 Prices for school meals, if available

The Board shall also adopt the rotational list of impartial hearing officers for the district to conduct special education impartial hearings as provided by the State Education Department, as well as the rate of compensation.

VII. Authorizations:

- a. of person to certify payrolls;
- b. of contracts for student services (such as health, cafeteria), and tuition contracts, when necessary
- c. of attendance at conferences, conventions, workshops, etc., with designated expenses;
- d. to establish petty cash funds (and to set amount of such funds);
- e. to designate authorized signatures on checks;
- f. to offer school district employee and officer indemnification under Public Officers Law §18;
- g. of positions entitled to use district-owned cell phones and credit cards;
- h. of Board representative(s) for appointing Impartial Hearing Officers; and
- i. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

The Board shall review its policies on Investments (6240), Purchasing (6700), and the Code of Conduct (5300), at least annually, as required by law. The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (5100).

Cross-ref: 2270, School Attorney  
 2220, Board Officers  
 2230, Appointed Board Officials  
 2310, Regular Meetings  
 5100, Attendance

5252, Student Activities Funds Management

**2210**

5300, Code of Conduct

6240, Investments

6650, Claims Auditor

6680, Internal Audit Function

6690, Audit Committee

6700, Purchasing

6741, Contracting for Professional Services

8332, Use of District Cell Phones

8334, Use of District Credit Cards

9170, District Compensation for Offsite Meals and Refreshments

Ref: New York State Constitution, Article XIII, §1  
General Municipal Law §103(2) (official newspapers)  
Public Officers Law §§10; 13; 30  
Education Law §§ 305(31) (designated educational official); 701 (meeting to elect president, may elect vice president); 1707 (date of meeting); 2130 (appoint clerk, bond treasurer and bond tax collector)  
8 NYCRR § 104.1 (requirement to review attendance data)

Adoption date: Approved May 4, 2021

( ) Required  
(x) Local  
(X) Notice

## BOARD OFFICERS

The President and Vice-President of the Board of Education shall be elected by members of the Board at the annual organizational meeting in July.

### Duties of the President of the Board

The duties of the President of the Board shall be as follows:

1. to preside at all meetings;
2. to call special meetings he/she considers necessary or on request of one member of the Board;
3. to appoint committees with the advice of fellow Board members;
4. to act as an ex-officio member of all committees;
5. to execute all documents on behalf of the Board;
6. to perform the usual and ordinary duties of the office;
7. to prepare the agenda for all Board meetings in consultation with the Vice President and Superintendent.

### Duties of the Vice-President

The Vice-President shall assume all the duties of the President in his/her absence, and such other powers and duties as the Board may determine from time to time.

Ref: New York State Constitution, Article 13 §2  
Local Finance Law §2.00(5)(e)  
Education Law §§1709; 2105(6); 2502; 2504; 2553; 2563; 2590-b

Adoption date: Approved May 4, 2021

( ) Required  
(X) Local  
(x) Notice

## APPOINTED BOARD OFFICIALS

### District Clerk

The Board of Education shall annually appoint a District Clerk. The District Clerk shall:

1. keep an accurate record of the proceedings of the Board of Education and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
2. file all correspondence and records relating to matters of the school district, involving the Board;
3. prepare and arrange publication of legal notices;
4. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board, when requested, unless excused;
5. perform duties pertaining to the preparation for, and conduct of district elections, budget votes, and special district referendum votes;
6. in the absence of both the President and Vice-President of the Board at a duly constituted meeting, determine the member with the longest tenure on the Board, in alphabetical order, and that member shall then assume all the usual duties of the President until either the President or Vice-President is in attendance;
7. administer the Oath of Office for all Board members and school district officers; and
8. perform any other work requested of him/her by the Board or the Superintendent.

### District Treasurer

The Board of Education shall annually appoint a District Treasurer. The District Treasurer shall:

1. act as custodian of all monies belonging to the district;
2. receive all monies belonging to the district and issue receipts for same;
3. deposit monies received in banks designated by the Board;
4. be bonded in such sum as shall be required before entering into the duties of the office;
5. pay out district monies on written order of officials of the Board;
6. give detailed accounts of monies received and disbursed; and
7. report, at least monthly, to the Board the state of all accounts.

The Board may appoint, fix the term and compensation of all district officials as may be necessary for its proper functioning.

Ref: Education Law §§2121; 2122; 2130

Adoption date: Approved May 4, 2021

- Required  
 Local  
 Notice

### **BOARD-SUPERINTENDENT RELATIONSHIP**

The Board of Education believes that the development and adoption of policies is the most important function of a Board and that the execution of the policies is the function of the Superintendent of Schools.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policymaking and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the educational programs and for keeping the Board informed about district operations and problems.

The Board, individually and collectively, will refer promptly criticisms, complaints and suggestions called to its attention to the Superintendent for study and recommendation.

The Board will limit school business discussions with administrators and will communicate directly with the Superintendent on school business items, unless otherwise required by law or circumstance.

Adoption date: Approved May 4, 2021

- Required  
 Local  
 Notice

## BOARD COMMITTEES

The Board of Education will generally serve as a committee-of-the-whole. The Board may also establish standing committees for each school year. The standing committees must be approved by a majority of the Board. Board committees may make recommendations to the Board but shall not act on behalf of the Board and the Board may terminate a standing committee at any time. Appointments to the established standing committees will be made by the President after each member has had an opportunity to express his/her preferences.

When standing committees are approved, each Board member will accept at least one standing committee assignment. Additional assignments may be made if a Board member volunteers, and as long as the Board member realizes that the primary obligation is to the single formal assignment. A central office administrator may be assigned as an ex-officio member of each standing committee by the Board President. The Board President shall serve as an ex-officio member of all committees to which he/she is not appointed.

All Board committee meetings shall be open to the public except those fulfilling the requirements of an executive session as provided in the Open Meetings Law. Any meeting of a committee shall be posted and publicized in the manner required by the Open Meetings Law.

Any official policy-level action is in the sole discretion of the Board. The Board is in no way obligated to follow committee recommendations. The Board has the right to accept, reject, or modify all or any part of a committee recommendation.

Adoption date: Approved May 4, 2021

( ) Required  
(X) Local  
(x) Notice

### **CITIZENS ADVISORY COMMITTEES**

The Board of Education recognizes that it can beneficially utilize the talents, resources, and interests available among district residents to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the district. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees of representative residents of the district to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee and the membership composition of the committee.

Appointments to Citizens Advisory Committees shall be on the basis of interest, experience, expertise, and concern. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its discretion, appoint representative members of every such group or area. The Board shall make reasonable effort to form a committee that is representative of the community.

Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

Ref: Education Law §§4402; 4601  
8 NYCRR §135.3(2)

Adoption date: Approved May 4, 2021

**(X) Required**  
( ) Local  
(x) Notice

### **SCHOOL ATTORNEY**

The Board of Education shall retain legal counsel, who shall be appointed at the Annual Organizational Meeting of the Board of Education. The President of the Board, or the Superintendent of Schools or his/her designee, may contact the counsel on legal matters affecting the operation of the school district.

The Attorneys must be admitted to the bar of New York State. The Attorney will be the legal advisor to the Board. In that capacity, the Attorney's duties will be:

1. to advise the Board with respect to all legal matters relating to the district, including, but not limited to, interpretation of New York State Education Law and other statutes, rules or regulations affecting the district;
2. to be easily accessible to the Board and the Superintendent of Schools (and, at the discretion of the Superintendent, to his/her administrative staff), with respect to legal matters issuing out of the day-to-day administration of the district;
3. to review and to represent the district in the preparation of contracts, as requested by the district (other than the contract for school attorney services);
4. to advise and assist in matters of litigation pursuant to the retainer agreement;
5. at the discretion of the Board, to review the legality of policies or regulations to be adopted by the Board;
6. to review and advise with respect to any process served upon the district; and
7. to recommend the retaining of such special counsel as he or she may deem necessary in the circumstances, subject to the approval of the Board.

The selection of the School Attorney shall be carried out in accordance with state law and regulation, as well as Board policy.

Cross-ref: 2210, Board Organizational Meeting  
6741, Contracting for Professional Services

Adoption date: Approved May 4, 2021

( ) Required

**(X) Local**

(x) Notice

### REGULAR MEETINGS

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education shall hold regular business meetings twice a month.

The time, dates and place of regular Board of Education meetings shall be established at the annual organizational meeting. In the event that the day appointed for a regular meeting falls on a legal holiday, the meeting shall be rescheduled. Should school be cancelled due to weather and/or other emergency conditions, the regular meeting will be cancelled but may be held if a Board action is required on that date. All regular Board meetings are open to the public, and meeting facilities shall provide access to persons with disabilities.

Board members are permitted to participate in board meetings via videoconferencing, in accordance with state law. Any site where videoconferencing is to take place must be in the notice of the meeting and open to the public unless this requirement has been suspended by executive order or law.

In addition to the members of the Board, the following individuals will regularly attend the business meetings of the Board: the Superintendent of Schools, the Assistant Superintendent of Curriculum, Instruction and Pupil Personnel Services, the School Business Official, the District Clerk, and other specified personnel as deemed necessary.

Cross-ref: 2210, Board Organizational Meeting  
2340, Notice of Meetings

Ref: Public Officer's Law §§102; 103; 104

Adoption date: Approved May 4, 2021

Required  
 Local  
 Notice

### SPECIAL MEETINGS

Special meetings of the Board of Education must be called as requested by a member of the Board, making such a request to the Board President.

Such meeting requires at least 24 hours' notice to all Board members.

If, in an emergency, a special meeting is held before the 24-hour notice can be given, each member may be asked to sign a waiver of notice. A statement regarding the time of notice and signature of such forms shall be entered in the minutes.

Cross-ref: 2340, Notice of Meetings

Ref: Education Law §§1606; 2504; 2563  
Open Meetings Law, Public Officers Law §§100 et seq.

Adoption date: Approved May 4, 2021

Required

Local

Notice

### EXECUTIVE SESSIONS

The Board of Education may hold executive sessions at which only the members of the Board or persons invited by the Board shall be present. However, the executive session is only available for the purpose of discussion, and except as the law allows, formal action must be taken in an open session.

Executive sessions can be requested by any member of the Board or the Superintendent of Schools.

A Board member must make a motion during an open meeting to convene in executive session. Upon a majority vote of its members, the Board may convene in executive session at a place which the Board President or said members may designate within the district to discuss the subjects enumerated below. Matters which may be considered in executive session are:

1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement agent or informer;
3. information relating to current or future investigations or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
6. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. the preparation, grading or administration of examinations; and
8. the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

The vote to go into executive session shall be detailed enough to allow the public to understand the topic the Board will be discussing, without disclosing specifics. Discussion in executive session shall be limited to the topic(s) identified in the motion.

A Board may not take action in executive session except to vote on disciplinary charges against a tenured administrator, teacher or teaching assistant.

Individual Board members, acting on their own, shall not disclose matters discussed in executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law.

Minutes shall be taken at executive sessions of any action that is taken by a formal vote and should consist of a record or summary of the final determination of such action and the date and vote thereon; provided, however, that such summary shall not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken shall be available to the public within one week from the date of the executive session.

Cross-ref:     2160, Code of Ethics

Ref:     Education Law §1708 (3)  
          Public Officers Law §§100 et seq.  
          *Application of the Board of Education, 57 EDR Dec. No. 17,147 (2017)*  
          Application of Nett and Raby, 45 EDR 259 (2005)  
          Formal Opinion of Counsel No. 239, 16 EDR 457 (1976)

Adoption date: Approved May 4, 2021

Required Local Notice

### NOTICE OF MEETINGS

For all regular and scheduled special meetings of the Board of Education, the District Clerk shall give adequate notice to all members, to the media and to the community, including posting notice of the time and place of meetings on the district website.

If a meeting is scheduled at least a week in advance, notice will be given or electronically transmitted to the public and news media at least 72 hours prior to the meeting. A special meeting may be called upon at least 24-hour notice to Board members.

When a meeting is scheduled less than a week in advance the Board shall provide or electronically transmit public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations, including the district's website.

If a board member intends to participate in a board meeting via videoconference, the public notice of the meeting will indicate that videoconferencing will be used, specify the locations for the meeting and state that the public may attend at any of the locations, unless this provision is suspended by executive order or law.

If a meeting will be streamed live over the internet, notice will indicate the internet address of the website streaming the meeting.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.  
Education Law §§1606; 1708; 2504; 2563

Adoption date: Approved May 4, 2021

( ) Required  
**(X) Local**  
 (x) Notice

### **AGENDA PREPARATION AND DISSEMINATION**

The Board President, in consultation with the Vice President and Superintendent, shall prepare the agenda for each board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow board members sufficient preparation time.

Items of business may be suggested by any Board member, district employee, parent, student, or other member of the public, and must relate directly to district business. The inclusion of items suggested by district employees, parents, students, or other members of the public shall be at the discretion of the Board President, subject to consultation with the Vice President and Superintendent. Individuals who suggest an item for the agenda will be informed of its disposition.

Persons suggesting items of business must submit the item in writing to the District Clerk or, in his/her absence, the Superintendent of Schools by noon at least three business days prior to a regular meeting and as soon as practicable prior to a special meeting. Complete background information must be submitted at the same time. Items will not be added to the agenda later than these time periods unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item. A consent item may be changed to a discussion item at the Board meeting at the request of any Board member.

The agenda and any supporting materials will be distributed to board members two (2) or more business days in advance of the board meeting, if possible, to permit careful consideration of items of business. The District Clerk shall ensure that the agenda is released to the district's officially-designated news media, the public and is available on the district's website in advance of the meeting. The agenda will also be available in the Superintendent's office to anyone who requests a written copy.

Cross-ref:     *1230, Public Participation at Board Meetings*  
                   *2350, Board Meeting Procedures*

Adoption date: May 4, 2021

( ) Required  
(X) Local  
(x) Notice

## BOARD MEETING PROCEDURES

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be as follows unless a majority of the Board decides, by resolution, to change the order of business:

1. Opening
2. Pledge of allegiance
3. Consent agenda vote
4. Special reports
6. Correspondence
7. Petitions and public participation (30-minute maximum which can be extended by Board majority vote)
8. Standard reports
9. Old business
10. New business
11. Personnel
12. Public participation
13. Proposed news items
14. Suggestions for future agenda items
15. Consideration of an executive session
16. Adjournment

Each Board of Education meeting shall be a maximum of three hours. The Board may extend the meeting by a majority vote.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Cross-ref:     1230, *Public Participation at Board Meetings*  
                  2342, *Agenda Preparation and Dissemination*

Adoption date: May 4, 2021

- Required
- Local
- Notice

## **RULES OF ORDER**

Robert's Rules of Order, Revised shall be used as a guideline in conducting meetings of the Board of Education, except as otherwise required by law or by a quorum of the Board.

Adoption date: May 4, 2021

Required  
 Local  
 Notice

## MINUTES

The Board of Education believes that open and accurate communication regarding its internal operations enhances the district's public relations program and provides a record of the district's progress towards its annual goals. Therefore, the Board will maintain a complete and accurate set of minutes of each meeting, in accordance with law.

The minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection and posted on the district website within one week of executive sessions and within two weeks of all other meetings. Minutes which have not been approved by the Board within this time frame shall be marked, "DRAFT." A draft of the minutes of each meeting shall be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

The District Clerk shall be responsible for taking the minutes, preparing them and sending them to the Board members. The minutes shall conform to an established format.

All motions, proposals, resolutions, and any other matters formally voted upon by the Board shall be recorded in Board minutes. In recording such votes, the names of the Board members shall be called in alphabetical order, and the record shall indicate the final vote of each Board member.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member shall be indicated in the minutes.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.  
Freedom of Information Law, Public Officers Law §§84 et seq.  
Education Law §2121

Adoption date: May 4, 2021

( ) Required  
 (X) Local  
 (x) Notice

## **POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW**

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the district is governed. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes if practicable.

### Development

The Board is committed to developing written policies which:

- Clearly define the district's goals and objectives and reflect the Board's vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the Superintendent and district staff with clear guidance regarding expected district administration.
- Allow for flexibility that is needed for day-to-day operations.
- Include measurable outcomes if practicable.

Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Excluding board members, such issues shall be identified to the Superintendent, who shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, solicit input from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Superintendent shall be responsible for identifying the individuals and groups who will be affected by the policy. At a minimum, the Superintendent shall seek input on all local policy initiatives.

The District Clerk and/or Superintendent shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

### Adoption

Once a proposed policy has been drafted, it shall be placed on the Board's agenda for a first reading, giving persons interested in it an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so.

If the draft policy does not require major modifications, or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading, at which time the Board will officially act.

The Superintendent shall consult with the school attorney, as necessary, prior to the adoption or revision of any policy.

### Implementation

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing and disseminating the policy as necessary to ensure that persons affected by the policy are aware of it. At a minimum, a copy of any new or revised policy shall be posted on the district internet web site.

The board policy manual shall be kept in the district office and maintained on the district's website where members of the staff and community can access it.

### Review

The Superintendent and District Clerk shall be responsible for informing the Board of any policies that are out-of-date or in need of revision, as described under the "Development" section above, and via a policy service or the school attorney. Certain policies will be reviewed annually. The district may procure updates with an external policy update service. In addition, the Board Policy

Committee will review the local policies within three years of their adoption/review date and will make recommendations to the full board regarding updates as necessary to ensure that the policies are consistent with law, board goals and district practices.

Editorial and reference changes to policies that do not affect the substance of the policy may be effected by the Superintendent without action by the Board, but shall be subject to Board review.

Ref: Education Law §§1604; 1709; 1804 (powers and duties of board of education)

Adoption date: May 4, 2021

( ) Required  
(X) Local  
( ) Notice

### NEW BOARD MEMBER ORIENTATION

The Board shall appoint a board member to become a mentor for each incoming member. The District Clerk and mentor shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office.

Each Board member-elect shall, as soon as possible,

1. be invited to attend all Board meetings (except executive sessions) and functions; and
2. be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the Board and the school district.

Each new Board member shall, as soon as possible,

1. be given selected materials, or access to selected materials, covering the functions of the Board and the school district, including, but not limited to, (a) policy manual, (b) copies of key reports prepared during the previous year by Board committees and/or the administration, (c) the *School Law* handbook prepared by the New York State School Boards Association, (d) minutes of Board meetings of the previous year, (e) latest financial report of the district, (f) copies of pertinent materials developed by the New York State School Boards Association, and (g) any other materials which may be deemed helpful and informative;
10. be invited and encouraged to attend the New York State School Boards Association's workshop for New School Board Members; and
11. will be provided with mandatory training opportunities.

Cross-ref: 2520, Board Member Training  
2521, School Board Conferences, Conventions, and Workshops

Adoption date: May 4, 2021

Required  
 **Local**  
 Notice

### **BOARD MEMBER TRAINING**

Members of the Board of Education elected or appointed for a term beginning on or after July 1, 2005, shall, within the first year of their term, complete a minimum of six hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a school board member as required by state law.

Additionally, Board members elected or appointed on or after July 1, 2011 shall, within the first year of their term, complete a training course to acquaint him or her with the powers, functions and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education.

These mandatory trainings may be taken together as a single course or separately.

Each member shall demonstrate compliance with these requirements by filing with the district clerk a certificate of completion of such course issued by the provider. Actual and necessary expenses incurred in complying with this requirement shall be a charge against the school district.

Cross-ref:     2510, New Board Member Orientation  
                   2521, School Board Conferences, Conventions, and Workshops

Ref:    Education Law §2102-a

Adoption date: May 4, 2021

( ) Required  
(X) Local  
( ) Notice

### **SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS**

In recognition of the need for continuing in-service training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area, state, and national school boards associations, as well as in the activities of other educational groups. Board members are encouraged to study and examine materials received from these organizations.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. Funds for participation at such meetings will be budgeted 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. The Board will reimburse conference attendees (Board members) for reasonable and necessary expenses not paid for directly by the district (travel, hotel, meals, registration).
2. When any Board member attends a conference, convention, or workshop, the member will be requested to share information, recommendations, and materials acquired at the meeting.

Cross-ref: 6830, Expense Reimbursement

Adoption date: May 4, 2021

- Required  
 Local  
 Notice

### **STUDENT REPRESENTATIVES TO BOARD OF EDUCATION MEETINGS**

The Board recognizes that opportunities for communication between itself and students can provide information that is useful to the Board when making decisions. These opportunities can also provide a means for the student body to receive information about Board decisions.

To assure that open communications will take place, the Board directs the High School Principal at the beginning of each school year to try to obtain one or two student representatives who may attend one regular monthly Board meeting during the time school is in session. Places will be provided for these students at the Board table. The Board will receive input from the student representatives, but they are not permitted to vote on matters before the Board or attend executive sessions.

Adoption date: November 4, 1996

Revised: December 6, 1999

Revised: May 4, 2021