

2005 2000

Internal Operations

Auburn Enlarged City School District

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2002 2110

Internal Operations

SUBJECT: ORIENTING NEW BOARD MEMBERS

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

- a) The electee shall be given selected material on the job of being part of the Board, 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 shall be invited to attend Board meetings and to participate in its discussions;

- 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) A copy of the Board's policies, by-laws, goals and objectives shall be given to the electee by the Clerk;

- f) The opportunity shall be provided for new Board members to attend orientation programs sponsored by organizations for boards of education.

Adopted: 4/9/02

2002 2120

Internal Operations

SUBJECT: USE OF PARLIAMENTARY PROCEDURE

The business of the Board of Education shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order.

Commissioner's Decision Numbers 8018 and 8873

General Construction Law Section 41

Adopted: 4/9/02

2002 2210

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 fewer than 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.

Any Board member may be allowed to attend any committee meeting regardless of whether the Board member has been appointed to the convening committee. An attending Board Member who is not part of the appointed committee may attend in the same way as any other public person. Attendance during committee meetings does not imply active participation and does not include presence during a committee's executive session where such a session is held.

The Board of Education 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 of Education.

Each committee shall be responsible to keep minutes of each meeting. Minutes will be filed with the Board Clerk within two weeks of meeting, and copies shall be provided to the President of the Board, to members of the committee, the Board, and to the Superintendent.

Visitation Committees Members of the Board shall visit schools within the District at least twice per year and will share observations about conditions or programs with the whole Board.

Education Law Section 1708

Adopted: 4/9/2002

Amended: 3/27/2007

2002 2310

Internal Operations

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

The School may maintain membership and participate cooperatively in New York State and the Central New York School Boards Associations. Additionally, the Board may maintain membership and participate cooperatively in other associations for the purpose of devising practical ways of obtaining greater economy and efficiency in school district affairs and projects.

Education Law Section 1618

Comptroller's Opinion 81-255

Adopted: 4/9/02

2002 2320

Internal Operations

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

The Board believes that continuing in-service training and development are important for its members. The Board, therefore, encourages the participation of all members at appropriate school board conferences, conventions and workshops which are believed to be of benefit to the School District. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following guidelines:

- a) A calendar of school board conferences, conventions and workshops shall be maintained by the Board Clerk. The Board will periodically decide which meetings appear to be most likely to produce 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 conferences, conventions, workshops and the like will be budgeted for on an annual basis. When funds are limited, the Board will designate which members are to participate at a given meeting.
- c) Reimbursement to Board members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement.
- 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.

The authorization for Board members to attend a conference, convention, workshop and the like shall be by Board resolution adopted prior to such attendance. However, the Board, in its discretion, may delegate the power to authorize attendance at such conferences to the President of the Board of Education.

Where authorization has been delegated to the President of the Board, no expense or claim form shall be paid unless a travel order or similar document signed by the President is attached to such form, authorizing the claimant to attend the conference.

General Municipal Law Sections 77-b and 77-c

Education Law Section 2118

Adopted: 4/9/02

2002 2330

Internal Operations

SUBJECT: COMPENSATION AND EXPENSES

No member of the Board may receive any compensation for his/her services unless he/she shall also serve as District Clerk and be paid as Clerk. All members of the Board of Education may be

reimbursed for actual expenses incurred in representing the District. All bills or claims for reimbursement must be itemized in reasonable detail.

Members of the Board of Education shall be reimbursed for authorized expenses incurred by attending meetings, workshops and conventions which are held outside the Enlarged City School District of Auburn in discharge of their duties as members of the Board of Education. Members of the Board of Education shall be reimbursed for such expenses incurred when attending meetings within the District if such meetings involve other school boards and/or school board associations and/or members of other governmental units (i.e., Cayuga County School Boards

Association Meetings with State and Federal Legislators).

Education Law Section 2118

General Municipal Law Section 77-b

Adopted: 4/9/02

2002 2340

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

Adopted: 4/9/02