

POLICY

1997

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. Documents which are restricted by statute or regulation shall not be provided to the electee;
- 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 and by-laws and a copy of the New York State School Boards Association/New York State Bar Association's School Law (latest edition) shall be given to the electee by the Clerk;
- f) The Board encourages new Board members to attend the New York State School Boards Association orientation program and convention.

Adopted: 2/24/97

POLICY

1997

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: 2/24/97

POLICY

1997

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.

Permanent Committees

No individual member and no group comprised of less than the full membership shall be designated as a permanent committee to perform any of the Board's functions except those for which State Law requires signatories.

Ad Hoc Committees

At the request of the Board, the President shall appoint temporary committees, comprised of less than the full membership of the Board for special purposes. These committees shall be discharged on the completion of their assignment. Board committees cannot make legal decisions for the entire Board of Education.

Standing Committees

Standing committees of Board members shall, when specifically charged to do so, conduct studies, make recommendations to the Board, and act in an advisory capacity but shall not take action on behalf of the Board.

- a) Committees shall not consist of a majority of Board members.
- b) Members shall be appointed by the President as soon after the organization meeting as practicable.
- c) Each Board committee shall be convened by a chairperson who shall report for the committee.

Visitation Committees

The Board of Education shall appoint one or more committees, to visit every school or department at least once annually, and report on their conditions at the next regular meeting of the Board.

Education Law Section 1708

Adopted: 2/24/97

POLICY

1997

2220

Internal Operations

SUBJECT: STANDING COMMITTEES

Standing Committees of the Board of Education shall be established by motion of the Board of Education at its annual reorganizational meeting.

The President of the Board shall appoint individual members to the several committees by August 1 with no member serving on more than three committees in any given fiscal year. The President shall name one member of each committee to be chairperson of said committee.

The President of the Board of Education shall be an ex-officio non-voting member of all standing committees. The Superintendent or his/her designee shall be present at all committee meetings.

No committee shall function until a scope of activities for said committee has been approved by Board action. Additional activities may be assigned by Board motion.

Adopted: 2/24/97

POLICY

1997

2221

Internal Operations

SUBJECT: STANDING COMMITTEE: POLICY

Objective

To assist the full Board with the review of existing Board policies and, where deemed necessary, to recommend for Board action proposed amendments or new policies.

Procedures

- a) Committee meetings shall be called by the chairperson of the Policy Committee.
- b) The committee shall keep minutes which shall be provided to all Board members.
- c) The committee is empowered by the full Board to submit recommendations to the full Board.
- d) The committee may request individuals or groups to present written or verbal position statements, factual material and surveys.
- e) Board members not being a committee member, but present at the committee meetings, are in attendance as observers only.
- f) Committee meetings may be open for public comment upon a duly approved motion of the committee membership.

Adopted: 2/24/97

POLICY

1997

2222

Internal Operations

SUBJECT: STANDING COMMITTEE: CURRICULUM

Objective

To assist the full Board with the review of District curricula, textbooks associated with said curricula and to recommend appropriate action items.

Procedures

- a) Committee meetings shall be called by the chairperson of the Curriculum Committee.
- b) The committee shall keep minutes which shall be provided to all Board members.
- c) The committee is empowered by the full Board to submit recommendations to the full Board.
- d) The committee may request individuals or groups to present written or verbal position statements, factual material and surveys.
- e) Committee meetings may be open for public comment upon a duly approved motion of the majority of the committee membership.
- f) Board members not being a committee member, but present at the committee meetings, are in attendance as observers only.

Adopted: 2/24/97

POLICY

1997

2223

Internal Operations

SUBJECT: STANDING COMMITTEE: PERSONNEL

Objective

To assist the full Board in preparation for contract negotiations, contract administration, and to annually recommend District-wide staffing patterns.

Procedures

- a) Committee meetings shall be called by the chairperson of the Personnel Committee.
- b) The committee shall keep minutes which shall be provided to all Board members.
- c) The committee is empowered by the full Board to submit recommendations to the full Board.
- d) The committee may request individuals or groups to present written or verbal position statements, factual material and surveys.
- e) Committee meetings may be open for public comment upon a duly approved motion of the majority of the committee membership.
- f) Board members not being a committee member, but present at the committee meetings, are in attendance as observers only.
- g) Upon a duly approved motion, the committee shall enter into an executive session for discussion of personnel matters which are of such a nature that public disclosure would violate individual privacy rights; matters related to contractual/negotiations proceedings or other topics so covered by the Open Meetings Law.

Adopted: 2/24/97

POLICY

1997

2224

Internal Operations

SUBJECT: STANDING COMMITTEE: BUILDINGS AND GROUNDS TRANSPORTATION

Objective

To assist the full Board with the decision making process related to the operation and maintenance of all facilities, grounds, transportation system; and the equipment therein.

Procedures

- a) Committee meetings shall be called by the chairperson of the Buildings and Grounds/Transportation Committee.
- b) The committee shall keep minutes which shall be provided to all Board members.
- c) The committee is empowered by the full Board to submit recommendations to the full Board.
- d) The committee may request individuals or groups to present written or verbal position statements, factual material and surveys.
- e) Committee meetings may be open for public comment upon a duly approved motion of the majority of the committee membership.
- f) Board members not being a committee member, but present at the committee meetings, are in attendance as observers only.
- g) Upon a duly approved motion, the committee shall enter into an executive session for discussion related to sale, purchase or lease of real property owned or being considered for purchase or lease by the District; or other topics so covered by the Open Meetings Law.

Adopted: 2/24/97

POLICY

1997

2225

Internal Operations

SUBJECT: STANDING COMMITTEE: AUDIT

Objective

To review for the Board the warrant of claims, necessary invoices, checks and approved purchase Orders/Claims for completeness. To recommend for Board action the payment of various warrants, acceptance of the Treasurer's Report, Activities Accounts and Petty Cash Accounts.

Procedures

- a) Committee meetings shall be called by the chairperson of the Audit Committee.
- b) The committee shall keep minutes which shall be provided to all Board members.
- c) The committee is empowered by the full Board to submit recommendations to the full Board.
- d) The committee may request individuals or groups to present written or verbal position statements, factual material and surveys.
- e) Committee meetings may be open for public comment upon a duly approved motion of the majority of the committee membership.
- f) Board members not being a committee member, but present at the committee meetings, are in attendance as observers only.
- g) The chairperson of the Audit Committee or second member in the absence of the chairperson; shall move the payment of warrants, claims and account reports with the second member seconding such appropriate motions.
- h) An alternate member to the Audit Committee shall be named by the President of the Board and shall attend the Audit Committee meeting when a permanent member is absent. Said alternate shall not serve as chairperson of the Audit Committee.

In conjunction with Policy #5560 - Audit Committees

Adopted: 2/24/97

Revised: March 6, 2006

POLICY

1997

2226

Internal Operations

SUBJECT: STANDING COMMITTEE: COMMUNITY RELATIONS

Objective

To assist the full Board in the development and operation of an ongoing public relations program which shall inform the Seneca Falls School District residents of District activities, goals and long range plans.

Procedures

- a) Committee meetings shall be called by the chairperson of the Community Relations Committee.
- b) The committee shall keep minutes which shall be provided to all Board members.
- c) The committee is empowered by the full Board to submit recommendations to the full Board.
- d) The committee may request individuals or groups to present written or verbal position statements, factual material and surveys.
- e) Committee meetings may be open for public comment upon a duly approved motion of the majority of the committee membership.
- f) Board members not being a committee member, but present at the committee meetings, are in attendance as observers only.

Adopted: 2/24/97

POLICY

1997

2227

Internal Operations

SUBJECT: STANDING COMMITTEE: SCHOLARSHIP

Objective

To recommend to the full Board for action, a list of potential scholarship winners which meet the various criteria of the several scholarships administered by the Board of Education of the Seneca Falls Central School District.

Procedures

- a) Committee meetings shall be called by the chairperson of the Scholarship Committee.
- b) The committee shall keep minutes which shall be provided to all Board members.
- c) The committee is empowered by the full Board to submit recommendations to the full Board.
- d) The committee may request individuals or groups to present written or verbal position statements, factual material and surveys.
- e) Committee meetings may be open for public comment upon a duly approved motion of the majority of the committee membership.
- f) Board members not being a committee member, but present at the committee meetings, are in attendance as observers only.

Adopted: 2/24/97

SUBJECT: STANDING COMMITTEE: HEALTH INSURANCE

Objective: To assist the full Board of Education with the review of health and dental insurances coverage, and any related areas, and where deemed necessary, to recommend for Board of Education action proposed amendments or new policies/regulations.

Procedures

- a. Committee meetings shall be called by the chairperson of the Health Insurance Committee
- b. The committee shall keep minutes which shall be provided to all Board members.
- c. The committee is empowered by the full Board to submit recommendations to the full Board
- d. The committee may request individuals or groups to present written or verbal position statements, factual material and surveys.
- e. Board members not being a committee member, but present at the committee meetings, are in attendance as observers only.
- f. Committee meetings may be open for public comment upon a duly approved motion of the committee membership.

Adopted: December 1, 2008

POLICY

1997

2310

Internal Operations

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

The School District may maintain membership and participate cooperatively in school boards associations of its choosing, e.g., N.Y.S.S.B.A., Four County School Boards Associations, etc.

Education Law Section 1618
Comptroller's Opinion 81-255

Revised: 11/20/00
Adopted: 2/24/97

POLICY

1997

2320

Internal Operations

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

The Board believes that continuing inservice 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 Section 77-b and
77-c
Education Law Section 2118

Adopted: 5/19/97

POLICY

1997

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 Clerk of the Board 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.

Education Law Section 2118
General Municipal Law Section 77-b

Adopted: 2/24/97

POLICY

1997

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: 2/24/97