



Policy Information

Series 2000 - Internal Operations

INTERNAL OPERATIONS

Orienting New Board Members

Policy # 2110

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 materials relating to the responsibilities of Board membership, which material is supplied by the New York State School Boards Association, the National School Boards Association, and/or other professional organizations;
- b) The electee 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 shall be given to the electee by the Clerk;
- f) The opportunity shall be provided for new Board members to attend the New York State School Boards Association orientation program.

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2000 - Internal Operations

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INTERNAL OPERATIONS

Use of Parliamentary Procedure

Policy # 2120

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.

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INTERNAL OPERATIONS

Board Member Training on Financial Oversight, Accountability and Fiduciary Responsibilities

Policy # 2130

Within the first year of election, re-election or appointment, each Board member must complete a minimum of six (6) hours of training on the financial oversight, accountability and fiduciary responsibilities of a School Board member. Once the training is completed, it does not need to be repeated if a Board member is re-elected. The curriculum and provider of this training must be approved by the Commissioner of Education.

Upon completion of the required training, the Board member must file a certificate of completion with the District Clerk.

Any expenses incurred for training are a lawful charge upon the District.

Policy References:

Education Law Section 2102-a

8 New York Code of Rules and Regulations (NYCRR)

Section 170.12(a)

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BOARD OF EDUCATION COMMITTEES

Committees of the Board

Policy # 2210

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. Committees shall be established each year upon approval of annual District goals.

At the request of the Board, the President shall appoint temporary committees consisting of less than a quorum of 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.

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. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

Audit Committee

The Board has established an audit committee to oversee, and report to the Board on, the annual audit of the District.

Visitation Committees

The Board of Education may appoint one (1) 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.

NOTE: Refer also to Policy #5572 -- Audit Committee

Policy References:

Education Law Sections 1708, 2116-c and 4601

Policy Cross References:

» 5572 - Audit Committee

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BOARD OF EDUCATION COMMITTEES

Meeting of Committees of the Board of Education

Policy # 2211

All committees and/or sub-committees of the Board of Education must abide by the provisions of the Open Meetings Law.

Such committees must meet publicly, go into executive session only on a motion and only for one of the permitted topics, give advance notice of meetings, make public minutes, and otherwise comply with all requirements of the Open Meetings Law.

The only exceptions to this policy are District Committee meetings called by the administration rather than the Board of Education and meetings of the Committee on Special Education.

Policy References:

Public Officers Law Sections 97.2 and 108.3

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BOARD OF EDUCATION ACTIVITIES

Membership in Associations

Policy # 2310

The School District may maintain membership in the New York State and the County School Boards Associations. Additionally, the Board may maintain membership and participate cooperatively in other associations.

Policy References:

Education Law Section 1618

Comptroller's Opinion 81-255

Adoption Date: 7/14/2008

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Policy Information**Series 2000 - Internal Operations****BOARD OF EDUCATION ACTIVITIES****Attendance by Board Members at Conferences, Conventions and Workshops**

Policy # 2320

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.

NOTE: Refer also to Policies #5323 -- Reimbursement for Meals/Refreshments
#6161 -- Conference/Travel Expense Reimbursement

Policy References:

Education Law Section 2118

General Municipal Law Sections 77-b and 77-c

Policy Cross References:

- » 5323 - Reimbursement for Meals/Refreshments
- » 6161 - Conference/Travel Expense Reimbursement

Adoption Date: 7/14/2008
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Policy Information**Series 2000 - Internal Operations****BOARD OF EDUCATION ACTIVITIES****Compensation and Expenses**

Policy # 2330

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.

Conference Travel for Newly Elected Board Members

In accordance with General Municipal Law, the Board, by a majority vote, may authorize a newly elected Board member whose term of office has not yet commenced to attend a conference. Such conference travel shall be for official District business and shall be made utilizing a cost-effective and reasonable method of travel.

Authorization must be by resolution adopted prior to such attendance and duly entered in the minutes. However, the Board may delegate the power to authorize such attendance at a conference to the Board President or Board Vice President.

Policy References:

Education Law Section 2118

General Municipal Law Section 77-b and 77-b(2)

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Policy Information**Series 2000 - Internal Operations****BOARD OF EDUCATION ACTIVITIES****Board Self-Evaluation**

Policy # 2340

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.

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BOARD OF EDUCATION ACTIVITIES

District Continuous Improvement Plan

Policy # 2350

District Mission Statement

The Lyndonville Central School District's mission is to work with the community as partners to provide our students with the values, attitudes, knowledge, skills, and encouragement necessary to enable them to successfully meet life's challenges.

District Planning

The planning cycle at Lyndonville Central School District revolves around three main goals:

- a) Improving student performance;
- b) Improving organization performance by incorporating quality principles and values in all operations;
- c) Improving fiscal stability and cost effectiveness while maintaining quality programs.

Involvement

Input and participation are vital to help us improve the scope and quality of the information that we use to benchmark our results. Our planning strategy revolves around an approach that includes the development of long and short-term measurable goals. Involvement of all stakeholders provides the District the opportunity to continuously assess and improve our performance.

Core Values

- a) Our students are our focus.
- b) Educational opportunity is for all students.
- c) Learning is an active process where students discover and create knowledge.
- d) Tracking academic performance is a consistent and constant practice.
- e) We promote respect and teamwork, and uphold and model our Code of Conduct.
- f) District employees are highly valued resources.
- g) Our business operations are cost-effective and incorporate principles of quality and value in all areas of the operations.
- h) We serve a community of stakeholders and we are accountable for our results.

Improvement Process

- a) Collect and analyze academic, perception and fiscal assessment data.

- b) Validate/revise District mission, values, and goals.
- c) Establish annual District goals, priorities and strategies.
- d) Design school improvement goals and plans.
- e) Continually monitor and adjust strategies through leadership, faculty, department, grade level professional learning community process.
- f) Review key outcomes and prepare for step one.

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BOARD OF EDUCATION ACTIVITIES

District System of Accountability

Policy # 2360

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