

2001

2000

Internal Operations

Huntington Union Free School District

INTERNAL OPERATIONS

(Section 2000)

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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, the Board President and Vice President, 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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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: 6/11/01

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 ad hoc 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.

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. See Policy #2211 Advisory Committees.

Facilities Committees

The Board of Education shall designate a Facilities Committee to visit every school or department at least once annually, and report on their conditions at the next regular meeting of the Board.

Other school visits by Board members shall be regarded as informal expressions of interest in school affairs and not as official Board visits. During such visits, Board members are expected to follow the same procedures as other school visitors.

Education Law Section 1708 and 1709

Adopted: 6/11/01

Internal Operations

SUBJECT: ADVISORY COMMITTEES

The Board of Education may establish advisory committees at such times and for such purposes as it deems appropriate. The basic purpose of advisory committees is to contribute to the educational program by conducting studies, identifying problems and developing recommendations to enhance the effectiveness of the decision making process.

Appointments to Board advisory committees are made by the Board of Education. Prior to the creation of an advisory committee, the Board shall approve the specific charge or tasks assigned to the committee, the membership of the committee, a budget for committee expenses, and the target date for the committee to complete its tasks.

Members of the professional staff may be appointed to advisory committees as members or unpaid consultants, as the Board desires. Such committee appointments may be made by the Board upon recommendations by the Superintendent.

Board members will not usually be included as members of advisory groups; however, Board members are free to attend any or all advisory committee meetings. The Superintendent or his/her designee may be assigned by the Board to serve as the liaison between the Board and an advisory committee.

Once activated, an advisory committee should report periodically to the Board, keeping it informed of progress and problems. The role of the advisory committee shall be limited to that contained in the Board's original charge to the committee. Decisions regarding contact with the public or press, dissemination of written reports to the community, community meetings, surveys, questionnaires, etc., shall remain under the control of the Board and the committee shall be required to obtain prior Board approval before engaging in such activities.

Advisory committees shall be prohibited from expending any District funds without prior approval from the Board. Advisory committees shall also be prohibited from entering into any contractual agreements.

Upon completion of their work, advisory committees shall submit to the Board and the Superintendent a final report containing findings and recommendations. Thereafter, the committee shall be dissolved.

The Board has broad discretion in dealing with advisory committee reports. The Board possesses certain legal powers and prerogatives which cannot be delegated or surrendered to others. The ultimate authority to make decisions regarding advisory committee recommendations remains at all times with the Board.

(Continued)

SUBJECT: ADVISORY COMMITTEES (Cont'd.)

Persons asked to serve on advisory committees should understand clearly that their role is advisory and that final decisions shall in all cases be made by the Board. Committee members should also be aware that the Board retains the sole power to dissolve any of its advisory committees. It reserves the right to exercise that power at any time during the life of a committee.

The Board may also empower the Superintendent to establish advisory committees under the same provisions governing the establishment of its own advisory committees.

Education Law Sections 4402 and 4601

Adopted: 6/11/01

Internal Operations

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

The School District shall be a member of the New York State and the Nassau-Suffolk School Boards Associations. Additionally, the Board may maintain membership and participate cooperatively in other associations.

Education Law Section 1618
Comptroller's Opinion 81-255

Adopted: 6/11/01

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 Section 77-b and 77-c
Education Law Section 2118

Adopted: 6/11/01

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.

Education Law Section 2118
General Municipal Law Section 77-b

Adopted: 6/11/01

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 including goal setting and establishing priorities.

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: 6/11/01