

Required  
 Local  
 Notice

## BOARD MEMBER TRAINING

*NOTE: This policy reflects the requirements of state law for first-time school board members. Additionally, this policy includes optional language for the Board to mandate ongoing training for all Board members, as well as training for Board officers. This optional language is provided to satisfy a resolution adopted by NYSSBA member boards at the 2019 NYSSBA Annual Business Meeting, directing NYSSBA to develop and widely disseminate a sample policy which mandates additional training for Board members and Board officers.*

### State-Mandated 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.

Additionally, Board members elected or appointed for a first term beginning on or after July 1, 2011, shall, within the first year of his or her 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.

### **[Optional language for additional district-mandated training:]** *Board-Mandated Training*

*NOTE: Training for Board members could include topics such as: legal responsibilities, Board-Superintendent roles and responsibilities, goal setting, cost savings, Superintendent evaluation, community relations, collective bargaining and negotiations, use of Board committees, budget development, facility projects, and participating in Board meetings.*

**[Optional language for Board member training:]** Every Board member will complete at least one training per year which addresses topics pertinent to serving successfully as Board members, in their roles as fiscal stewards, policymakers, and governance leaders. In years where Board members complete the state-mandated training, they are not required to take additional

## NYSSBA Sample Policy 2520

training under this paragraph. Such training can take the form of in-person conferences, online webinars or classes, facilitated retreats, or other format approved by the Board. The Board shall determine participation in training by majority vote. The Board shall include in the annual budget sufficient funds for at least one training per Board member per year.

*NOTE: Training for Board officers could include topics such as: running effective and efficient meetings, parliamentary procedure, setting Board meeting agendas, managing conflict, setting a Board calendar, policy review, use of Board committees, Superintendent evaluations, Board self-evaluations, Board retreats, school building and school event visitations, crisis communication, media relations, and community relations.*

**[Optional language for Board officer training:]** The Board President and Board Vice President, when newly-elected, will complete at least one training on the duties, roles and responsibilities of school board officers. Such training can take the form of in-person conferences, online webinars or classes, facilitated retreats, or other format approved by the Board. The Board shall determine participation in training by majority vote. The Board shall include in the annual budget sufficient funds for at least one such training per newly-elected Board officer.

Cross-ref: 2510, New Board Member Orientation  
2521, School Board Conferences, Conventions, and Workshops  
6830, Expense Reimbursement

Ref: Education Law §2102-a

Adoption date: