

Internal Operations

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

The Iroquois School District shall be a member of the New York State and the Erie County 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: 6/25/09

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.

Education Law Section 2118
General Municipal Law Sections 77-b and 77-c

NOTE: Refer also to Policies – #2321 -- Reimbursement for Expenses
#5323 -- Reimbursement for Meals/Refreshments
#6161 -- Conference/Travel Expense Reimbursement

Adopted: 6/25/09

Internal Operations

SUBJECT: REIMBURSEMENT FOR EXPENSES

Recognizing that travel to certain educational conferences and conventions provides Board members with an opportunity to keep abreast of the latest developments and trends in the field of education which may result in an improved program of instruction for the local School System, and that in the course of conducting official school business, certain expenses are incurred, the Board of Education of the Iroquois Central School System authorizes the reimbursement of the expenses incurred therein – subject to the following guidelines:

Travel Outside the District

- a) Detailed expense report (on official form) must be submitted to the Superintendent's office upon return home;
- b) Advancement of funds to cover anticipated expenditures may be made by the Business Administrator upon request of the individual Board Member.

Reimbursement regulations shall be as follows:

- a) Meals and lodging:
 1. Cost of each meal must be itemized separately by date;
 2. No reimbursement is allowed for a meal at home starting point of a trip;
 3. Hotel bills should be filed with expense report;
 4. State tax for meals is allowed;
 5. No reimbursement will be made for guests.
- b) Transportation:
 1. Whenever possible, travel should be by the least expensive practical mode of transportation;
 2. When two (2) or more Board members are attending the same conference, a District staff car should be used whenever possible. If this is not possible, one (1) private car should be used, and mileage allowed for that one (1) car;
 3. Parking and auto storage tolls are allowed.

(Continued)

Internal Operations

SUBJECT: REIMBURSEMENT FOR EXPENSES (Cont'd.)

- c) Transportation by public carrier:
 - 1. Maximum reimbursement is for cost of fare, with the exception of Federal Tax;
 - 2. Travel on School District business by public carrier is exempt from Federal Tax. The traveler should state when purchasing a ticket that he/she is traveling on School District business. Federal tax exemption forms which must be used when purchasing tickets may be secured from the Business Office.

- d) Transportation by private car:
 - 1. Mileage, when allowed, is at the rate stipulated in the existing contract with the Teachers' Association;
 - 2. Mileage claimed must be official state highway distances between towns.

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.

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.

Education Law Section 2118
General Municipal Law Sections 77-b and 77-b(2)

Adopted: 6/25/09

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: 6/25/09