

BOARD MEMBER TRAINING AND CONDUCT

- A. New Board Member Orientation – The magnitude of Board functions calls for knowledge in many areas. Under the guidance of experienced Board members and the Superintendent, orientation will be provided to new Board members. New members shall participate in orientation and training sessions that shall include such activities as:
1. Workshops conducted by the North Carolina School Boards Association
 2. Discussions and visits with the Superintendent and other members of the school staff
 3. Providing printed and audio-visual materials on Board of Education and administrative policies and procedures

Orientation shall be considered an ongoing process for all Board members, and may include such additional activities as attendance at Board of Education and administrative conferences and conventions on a local, state and/or national level.

- B. Board Member Training – As prescribed by State law, all members of local boards of education shall receive a minimum of 12 hours of training annually. The training shall include, but not be limited to, public school law, public school finance, and the duties and responsibilities of local boards of education. The training may be provided by the North Carolina School Boards Association (NCSBA), the School of Government (SOG), or other qualified sources at the choice of the local Board of Education. [NCGS 115C-50]

Additionally, all Board Members must receive a minimum of two hours of ethics education within 12 months after initial election or appointment to office and again within 12 months after each subsequent election or appointment to office. This education must address the laws and principles that govern conflicts of interest and ethical standards for local government officials. The Superintendent and/or designee shall maintain records verifying that each Board Member has participated in the required ethics education. The ethics education required under this paragraph may be counted towards the annual 12 hour training requirement.

All programs sponsored by the NCSBA are acceptable to meet these Board development requirements. The following programs are also acceptable to meet these requirements:

1. The Pitt County Board of Education planning conferences held twice per year
2. Academy workshops provided by the NCSBA or the National School Boards Association (NSBA)
3. Approved training such as that developed by East Carolina University

4. Approved staff development provided for central office personnel, principals, and teachers

The timeframe for securing required training follows the fiscal year of July 1 through June 30. The Central Office will designate a contact person who will maintain appropriate records of individual Board member training. Board members are expected to evaluate programs of interest to them, determine whether the programs would help them become more effective Board members, and, if so, submit a request for desired training to the contact person.

- C. Board Attendance at State and National Conferences – Professional growth is important to quality boardsmanship. The Pitt County Board of Education is committed to continuing education which promotes individual and collective skills of Board members. It recognizes that attendance at national and state conventions fosters Board skill development.

To enhance Board knowledge and skills, attendance at national and state association conventions is encouraged within specified guidelines. Attendance at the conventions should, to the degree possible, match system needs/goals against an evaluation of convention programs.

Board members attending national or state conferences shall provide a report at the next regular Board meeting for the Board and other appropriate publics.

- D. Board Members' Compensation and Reimbursement – Members of the Board of Education shall receive compensation for performance of official school business at a rate recommended by the Board of Education and approved by the Pitt County Board of Commissioners.

A specific amount will be budgeted annually for individual Board Member reimbursement of money actually expended by or for them, in accordance with per diem rates, on bona fide school business in connection with in-district and out of district activities (including continuing education) other than regular meetings of the Board. All expenses above the individual Board Member budget cap must be approved by the School Board before they are incurred,

Board members shall fill out a request for reimbursement in duplicate, attaching pertinent bills and/or receipts. (See Appendix 1.303-A: Travel Expense Reporting Procedure.)

- E. Board Member Visits in Schools – To facilitate visitation by Board members, it is recommended that the following procedures be followed when visiting schools:

1. Pre-visitation contacts should be made in order to indicate the purpose of the visit, the approximate time of the visit, and the expectations of the Board member.

2. Upon arriving, Board members should check in at the principal's office, delineate the reason(s) for the visit, obtain desired information, and close the visit.
- F. Board Member Conflict of Interest – A Board member shall not have any direct pecuniary interest in any contract with the school district, or furnish any labor, equipment or supplies to the district. In the event that a Board member is employed by a corporation or business which furnishes goods or services to the school district, the Board member shall declare this interest and refrain from debating or voting upon the issue of contracting with the company.
- G. Recognition of Retiring Board Members – Upon retirement from the Pitt County Board of Education, a plaque or other suitable remembrance shall be presented to each Board member in recognition of his or her service to students and citizens of the school community. Further, an appropriate resolution expressing the appreciation of the Board shall be placed in the Board minutes.
- H. Board Self-Evaluation – The Board believes it is important to evaluate itself annually to determine how well it is functioning as a governing body. Each year, the Board will review its processes and goals at its annual retreat.