

Quick: What are the three main duties of every school board in New York?

By Jessica Goldstein

DEPUTY DIRECTOR FOR POLICY SERVICES

Do you know the three main duties of all school boards? School boards: (1) hire and evaluate the superintendent, (2) propose a budget for voter approval and (3) adopt policies.

In your district's policy manual, you may find policies relevant to each of these topics:

Superintendent Evaluation (0320)

New York education regulations require school boards to evaluate the superintendent of schools on an annual basis. The evaluation instrument is also required to be made available for public inspection in the district office by Sept. 10 of each year. *Pro tip:* The evaluation process and instrument may be impacted by the superintendent's contract, but boards should set clear goals for the superintendent and

then evaluate progress toward those goals.

Budget Development (6110)

Setting goals and expectations in policy for the district's budget, and budget planning process, can provide direction to the administration. *Pro tip:* A budget calendar can be invaluable in annual budget planning.

Policy Development, Adoption, Implementation and Review (2410)

New board members should understand the process by which policies are developed, adopted, reviewed and revised. How many readings are required? *Pro tip:* A policy in this area should set out the district's process. Ask to serve on your district's policy committee, if it has one.

If you have questions about policy, or would like to request a sample of a policy on a certain subject, please email us at policy@nyssba.org or call us at (800) 342-3360.