

Policy Code: 2123 Board Member Opportunities for Development

The quality of the Chapel Hill-Carrboro City Schools is improved through an informed and educated elected board of education. The expense of board development, including the associated travel, is an appropriate expense for the school system to incur.

It is the responsibility of the board to provide new board members a thorough orientation to board policies, practices and duties. Each board member will fulfill the legal requirement to receive a minimum of 12 hours of training every two years.

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 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 12-hour training requirement.

The Board commits to being an effective body and as such commits to practices such as:

- Periodic board evaluation to assess need for training or further board development (Minimum annually)
- Restorative Practices and use of external facilitator to address concerns

Unless otherwise approved by the Board, such training must be provided by the following entities: the school system, the North Carolina School Board Association, Consortium of State School Boards Associations, National School Board Association, the NC Caucus of Black School Board Members, the National Black Council of School Board Members, and the School of Government or the Department of Public Instruction. If a board member wishes to receive training credit or be reimbursed for attending training offered by another entity, he/she must obtain approval from the board or board chair.

It is expected that an individual traveling on official business will exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

Board members shall be reimbursed for actual, documented expenses incurred while participating in board development activities. Reimbursement for alcoholic beverages or personal entertainment is strictly prohibited. Requests for reimbursement, including required receipts, will be submitted within thirty (30) days of incurring the expenses.

Funding for two national school board conference attendees, School board 101 for new members, chair and vice chair training, and one chamber trip per year will be taken out of school board development funds prior to allocating individual board development funds. All new board members will be provided funds to attend new member orientation provided by NCSBA. In addition, a board member may be requested to attend a meeting to represent the Board or a meeting to which board members are invited. The board can decide that this cost is not charged against the board member's development allocation.

The remaining funds available for board development will be divided equally among the board members. By September 30 of each year, the Board will approve a development plan for board members. Funds may be used for national or state conferences, NCSBA or other workshops, or for other Board approved meetings.

All Board members are encouraged to attend a chair/vice chair training even if they have no aspirations of Board leadership to gain a better understanding of Board governance. Attendance at the National School Board meeting should rotate so that all members have the opportunity to attend, if desired.

Board members, whose terms expire in November of the current fiscal year, will not commit more than 50% of their allocation prior to December 1 to allow for January amendment to allocate the remaining funds.

A member may authorize the assignment of an unexpended portion of that member's travel expense allotment to a pool that other members can draw from upon approval of the board chair, who will notify board members of the additional funds.

Board members who attend a major conference are expected to provide a report of the conference to fellow board members.

Legal References: [G.S. 115C-50](#), [160A-86,874](#)

Cross References: Code of Ethics for School Board Members (policy 2120)

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Chapel Hill-Carrboro Schools
