

NEW BOARD MEMBER ORIENTATION

The Board of Education and the administrative staff shall assist new Board members to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office. Board members shall, as soon as possible,:

1. be given selected materials covering the function of the Board and the school district, including (a) the school district's policy manual, (b) copies of key reports prepared during the previous year by school Board committees and/or the administration, (c) the School Law Handbook prepared by the New York State School Boards Association, (d) access to minutes of Board meetings of the previous year, (e) the latest financial report of the district, and (f) any other materials which may be deemed helpful and informative;
2. be invited to attend all Board meetings and functions, including executive sessions, and to participate in discussion. The Board President will explain to new Board members the need to ensure the confidentiality of all discussions and/or actions which occur in executive session;
3. be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the school Board and the school district; and
4. be encouraged to attend the New York State workshops for New School Board Members.

Additionally, within one year of taking office, new Board members must complete mandatory school board member training. New Board members are encouraged to complete this training as soon as possible in an effort to further familiarize themselves with the roles and responsibilities of school board members without delay.

Cross-ref: 2515, Mandatory School Board Member Training

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Revised: