

End. 13,3  
July 7, 2011  
2510

## PROSPECTIVE AND NEW BOARD MEMBER ORIENTATION

Prospective Board of Education Members: Community members who have expressed an interest in running for a Board of Education position shall be invited to attend an informational session with the Superintendent and Board President prior to submitting a petition for candidacy. Those candidates who have submitted petitions may then be invited to meet individually with the Superintendent prior to the election.

New Board of Education Members: The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office. The following guidelines shall facilitate orientation for new Board members:

- In the interim between election or appointment and actually assuming office, the new member may be invited to attend all meetings and functions of the Board and is to receive all reports and communications normally sent to Board members.
- A special workshop will be convened for the primary purpose of orienting the new member to his or her responsibilities, to the Board's method of operation, and to the district policies and problems. The Superintendent of Schools shall schedule the workshop to include the school attorney and the Board President.
- The new member is to be provided with copies of, or access to, all appropriate publications and aids, including (a) on-line 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) latest financial report of the district, (f) copies of pertinent materials developed by the New York State School Boards Association, and (g) any other materials which may be deemed helpful and informative;
- The Board President and members of Central Staff will also confer with the new member to discuss the services that they perform for the school board and the district and to advise on any special problems or concerns.
- **Newly elected first term or appointed first term Board members must, within the first year of their first term, complete a minimum of six hours of training on the fiscal oversight, accountability, and fiduciary responsibilities of a school board member.**
- **Newly elected first term or appointed first term Board members must, within the first year of his or her term, complete a governance training course. The purpose of this course is to acquaint him or her with the powers, functions, and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education.**
- The new member is to be given a tour of the district's facilities.

Approved: July 1, 2001

Revised and Approved: February 11, 2008