

### NEW BOARD MEMBER ORIENTATION

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. Each Board member-elect shall, as soon as possible,

1. be given selected materials covering the function of the Board and the school district, including (a) 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, with the exception of confidential memoranda;
2. district workshops;
3. be invited to attend all Board meetings and functions;
4. 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
5. be invited and encouraged to attend the New York State School Boards Association's workshop for New School Board Members.
6. complete fiscal training and any other courses required by law.

The magnitude of school board membership calls for knowledge of and orientation to many areas of information and understandings. Orientation shall be considered as an ongoing process for all school board members, and may include such activities as those indicated above and the addition of items such as these:

1. attendance at school board and administrative conferences and conventions on a local, area, state and national basis; and
2. exchange of ideas through joint meetings with neighboring and component school boards.

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