

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 (or given access to) selected materials covering the function of the Board and the school district, including (a) the district policy manual, (b) 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) minutes of Board meetings of the previous year, (e) the latest financial report of the district, (f) pertinent materials developed by the New York State School Boards Association, and (g) any other materials which may be deemed helpful and informative;
2. be invited to attend all Board meetings and functions; and
3. attend State-mandated training sessions within the required time periods.

Additionally, new members to the Board will be invited to a New Member Orientation, preferably within six (6) months of joining the Board. The orientation may be divided into multiple sessions. The Superintendent or designee will work with the Board to develop the content of the orientation program, and will coordinate the training sessions with the appropriate district staff.

The Board of Education offers an Overview of Board of Education Service to anyone interested in serving on the Board. This session is recommended, but not required, for any prospective Board of Education members. All prospective members will be notified of this opportunity. The Superintendent or designee will work with the Board to develop the content of this program.

Revised: May 31, 2022; March 16, 2010