

NEW BOARD MEMBER ORIENTATION & TRAINING**Presenters:**

- Superintendent of Schools
- President, Board of Education
- Assistant Superintendent for Instruction
- Assistant Superintendent for Management Services & Strategic Planning
- Assistant Superintendent for Human Resources & Safe Schools
- Information Technology Representative
- Pupil Personnel Services Representative
- Transportation Services Representative
- Operations & Maintenance Representative

Training and Meetings:

Orientation meetings will be scheduled in coordination with the new Board member(s). Information is organized in modules, but may be changed or combined according to the availability of new Board members.

Module #1 – Introduction

- Identification
- BOE Meeting Schedules/Attendance
- BOE Committee Structure/Meetings
- Board Bulletin Sent on Friday
- Location for Delivery (if you are not home)
- New York State Mandated Training
- Confidentiality of BOE Materials
- Electronic Access to BOE Materials and Information – User ID/Password
- Role of the Board of Education
- Role of the Superintendent
- Role of the Assistant Superintendent for Instruction
- Role of the Assistant Superintendent for Management Services & Strategic Planning
- District Legal Services, Attorney, School Physician Services

Module #2 – Roles & Responsibilities

- Human Resources Overview/Operations
 - Recruitment Process
 - Regular Substitute Appointment
 - Long Term Replacement (LTR)
 - Probationary Appointments
 - On-Line Application System (OLAS)
 - Tenure

- Information Technology Overview/ Computer Operations
 - Wide Area Network/Local Area Network
 - Internet
 - Software Capabilities
 - Payroll
 - Accounting
 - Student Scheduling
 - Academic/Cohort Tracking
 - Attendance
 - Census
 - Data Downloads To RIC/SED

- Pupil Personnel Services Overview/Operations
 - Special Education – District Plan
 - Placements – District/Non-District
 - IEP – Board Review

Module #3 – Academic Achievement Program/Overview

- NYS Report Card – South Colonie Results
- Testing – Standardized/Growth Assessments
- SAT and ACT
- Regents/Advanced Regents
- Ongoing Academic Initiatives
- Articulation Agreements and Partnerships
- Program Offerings at South Colonie
- Vocational School Programming – BOCES
- Special Needs Programming - BOCES

Module #4 – Overview of Operations & Maintenance/Transportation

- Operations & Maintenance Department
 - Facility Inspections – “running list”
 - Five-Year Plan
 - Inspections
 - Overview of Facility Inspection and Overall Conditions

- Transportation Department
 - Overview of Services/Routes
 - Bus Replacement Cycle
 - Safety Regulations and Operating Procedures

- Schedule Facility Tours, if desired

Module #5 – Budget Review Process & Negotiations

- Budget Review Schedules/Process
- Negotiations
 - South Colonie Teachers Association (SCTA)
 - Teaching Assistants (SCTA)
 - District Office Administrators
 - South Colonie Administrators Association (SCAA)
 - Support Supervisors & Technicians Association
 - Civil Service Employees Association (CSEA)
 - School Monitors (Teamsters Local 294)
 - School Alliance of Substitutes in Education (SASIE)
 - United Public Service Employees Union (UPSEU)
 - Confidential Employees of the District Office

Revised: May 31, 2022; March 16, 2010