

NEW BOARD MEMBER ORIENTATION

In order that newly elected Committee members may cast informed votes and function effectively as board members, the Committee and Superintendent will extend to them the fullest measures of courtesy and cooperation, and will make every reasonable effort to assist newly elected Committee members (or: members-elect) in understanding the Committee's functions, policies, procedures and current issues.

- A. In the interim between a new member's election or appointment and his/her assuming office, the Committee, through the Superintendent, will invite new members (or: members-elect) to attend meetings, except those held in executive session, and provide new members (or: members-elect) with agenda, minutes and reports applicable to those meetings. During the time between election or appointment and the assumption of office, the status of the future-member remains that of a private citizen and not that of an elected or appointed official.
- B. The Committee, through the Superintendent, will provide new members with copies of appropriate publications, such as the Committee policy manual, student handbook(s), collective bargaining agreements and current budget documents.
- C. The Committee will encourage new members to attend appropriate in-district and out-of-district orientation and/or boardsmanship workshops. Reimbursement for such activities must be approved in advance by the Committee Chair, in consultation with the Superintendent, and is subject to the availability of funds.
- D. The Chair and Superintendent will schedule and arrange for an orientation session for new Committee members as soon as practicable after election or appointment. A reasonable amount of time will be provided for discussion of:
 1. The roles and responsibilities of the Committee and individual members;
 2. Basic operational procedures of the Committee;
 3. Placement of items on the agenda;
 4. The role of committees, subcommittees and advisory committees;

5. How and why executive sessions may be held;
6. What is considered confidential or privileged information;
7. Appropriate responses of an individual member when a request or complaint is made directly to him/her by a student, parent or member of the community;
8. How the Committee responds to complaints involving personnel;
9. General information about the school system and its resources;
10. How Committee members, in fulfilling their duties, may request information concerning schools and District operations, finances and personnel;
11. How Committee members may make arrangements to visit schools and the protocol for such visits;
12. Protocol for dealing with the media; and
13. Other relevant topics.

All Committee members will be invited to the orientation session and encouraged to attend. The orientation is intended to serve as a useful review of basic boardmanship concepts for experienced members, as well as an opportunity to provide information and counsel to new Committee members.

Adopted: April 17, 2003