

NEW BOARD MEMBER ORIENTATION

In order that newly elected Board members may cast informed votes and function effectively as board members, the Board and Superintendent will make every reasonable effort to assist members-elect in understanding the Board's functions, policies, procedures and current issues.

- A. Between a new member's election or appointment and his/her assuming office, the Board, through the Superintendent, will invite members-elect to attend meetings, except those held in executive session, and provide 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 Board, through the Superintendent, will provide new members with copies of appropriate publications, such as student handbooks, collective bargaining agreements and current budget documents, and will provide the web address for the Policy Manual.
- C. The Board 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 Board 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 Board 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 Board and individual members as outlined in Governance policies;
 - 2. Basic operational procedures of the Board;
 - 3. Placement of items on the agenda;
 - 4. The role of committees, subcommittees and advisory committees and the importance of meeting responsibilities regarding participation;
 - 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 Board responds to complaints involving personnel;
 - 9. General information about the school system and its resources;
 - 10. How Board members, in fulfilling their duties, may request information concerning schools and RSU operations, finances, and personnel;
 - 11. How Board members may make arrangements to visit schools and the protocol for such visits;
 - 12. Protocol for dealing with the media;
 - 13. Board communications including use of email;
 - 14. Required training on the Freedom of Information Act;
 - 15. Board compensation and insurance coverage that is available; and
 - 16. Other relevant topics.

Approved: October 6, 2011