

## NEW BOARD MEMBER ORIENTATION

The purpose of this policy is to assure that the Vice-President will endeavor to orient each new Board Member to his/her position. Such orientation may include meetings with district administrators, review of Board operations and functioning and site visits to district facilities.

Within one month after a new school Board Member takes office, the Vice President shall commence an orientation program for that member.

This program shall consist of three parts:

- I. Immediate Personal Reading
- II. Orientation Session with the Vice President
- III. Home Reference Material

-----

### Part I. FOR IMMEDIATE PERSONAL READING

1. Statement of orientation procedure
2. Agenda structure
  - a. Regular monthly reports
  - b. Special regular reports
  - c. Manner - procedure - getting things on agenda (including committee reports) within time schedule
3. Committee structure - current assignments
4. Board members' names, addresses, phones--Directory
5. Schedule of Meetings - Board calendar
6. Organization chart, with names and headcounts
7. If major decisions are pending--orientation to basic data necessary be given by Superintendent of Schools
8. Terminology-glossary of terms

### Part II. SUGGESTED INFORMATION TO BE DISSEMINATED AT AN ORIENTATION SESSION CONDUCTED BY THE VICE PRESIDENT

1. Board Policy Manual
2. (Abridged) Parliamentary authority
3. Clerical help available
4. Explain office and home filing system
5. Tour of schools and school properties, central office
6. Program evaluation report -- 1 year
7. BOCES - General organization and services
8. School Boards Association -- General organization and services
9. State Legislature -- People involved

### Part III. HOME REFERENCE MATERIALS

1. School Law
2. Collective Bargaining Agreements
3. Administrative calendar
4. High school academic planning handbook -- catalog
5. Job description folder
6. Program outputs and evaluation manual
7. Staff listing

**Note: Prior policy, Orientation of New Board Members, 9220.1(a), (b)**

Policy Adopted: June 26, 1978  
Amended: April 29, 1985  
Amended: November 24, 1986  
Amended: February 24, 1997