

**New Board Member Orientation**

The Board considers it important that new members be knowledgeable about school governance and operations and, insofar as possible, prepared to discuss and cast informed votes on matters before the Board from the time that they are sworn into office.

**I. CANDIDATES**

All candidates for the Board of Education shall be urged to attend, and be welcomed at, public meetings of the Board during the period of their candidacy. All public information about the school system shall be made easily available to them.

Additionally, the Board directs the superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations, and school programs. This cooperation, for example, may include:

1. Notifying candidates of public meetings of the Board with the agenda provided.
2. Meeting with candidates to provide background information on the school system and school Board service and/or arranging such other candidate orientation sessions as he/she finds desirable.
3. Providing each candidate with information published by the state school boards association on the powers and duties of boards and other association materials germane to board service.
4. Making arrangements for candidates to review the current policies of the Board, administrative regulations, and other publications of the school system.

The Board and its staff shall seek to be impartial as they cooperate in the orientation of Board candidates. It expects the candidates to recognize that until and unless elected to the Board, their official status is that of other members of the public, and thus they are not entitled to privileged information such as is rightfully discussed only in executive session.

**II. SUCCESSFUL CANDIDATES**

Successful candidates prior to assuming office will be encouraged to attend all Board of Education meetings and shall receive appropriate materials.

- A.** In the interim between appointment and actual assumption of office, the new member will be invited to attend all meetings and functions of the Board, including study sessions, and will receive all reports and communications normally sent to Board members.

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**III. SUCCESSFUL CANDIDATES (continued)**

- B.** In the interim between appointment and actual assumption of office, the new member will be furnished with selected materials dealing with information about the district, state education laws and regulations, and local policies and regulations, such as:
1. Board policies and regulations.
  2. The operational budget.
  3. General school laws.
  4. Board meeting minutes for the previous month.
  5. Financial reports of the previous month.
- C.** An orientation meeting will be convened by the Board chairperson or designee for the primary purpose of orienting new Board members their responsibilities, to the Board's method of operating, and to school district policies and problems.
- D.** A schedule of appointments with selected administrative personnel shall be arranged by the superintendent to afford an opportunity for new members to discuss specific functions and concerns at different levels of operation.

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