

**NEW BOARD MEMBER ORIENTATION**

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the School District's operation before taking office. Each Board member-elect shall, as soon as possible,

1. be given selected materials covering the function of the Board and the School District, including (a) policy manual, (b) copies of key reports prepared during the previous year by school Board committees and/or the administration, (c) the School Law handbook prepared by the New York State School Boards Association, (d) access to minutes of Board meetings of the previous year, (e) latest financial report of the District, (f) copies of pertinent materials developed by the New York State School Boards Association, and (g) any other materials which the Superintendent deems pertinent.
2. be invited to attend all Board meetings and functions;
3. be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the School Board and the School District; and
4. be invited and encouraged to attend the New York State School Boards Association's workshop for New School Board Members;
5. participate in at least six (6) hours of orientation on the operation of the Board of education and the School District.

Adopted: June 21, 2006

Revised: October 7, 2009