

**SUBJECT: ORIENTING NEW BOARD MEMBERS**

- I. The Board and its staff shall assist each new member-elect to understand the Board's functions, policies and procedures before he/she takes office, by the following methods:
  - a. The electee shall be given selected material on the job of being part of the Board, which material is supplied by the New York State School Boards Association and/or other professional organizations.
  - b. The electee shall be sent agendas and invited to attend Board meetings in May and June.
  - c. The clerk shall supply material pertinent to meetings.
  - d. The electee shall be invited to meet with the District Superintendent and other administrative personnel to discuss services they perform for the Board.
  - e. A copy of the Board's policies and by-laws shall be given each electee by the Clerk.
  - f. The opportunity shall be provided for new Board members to orientation programs.
  - ~~g. The District Superintendent will arrange for briefing and new member on the programs and procedures by various administrative staff.~~
  - ~~h. A special meeting or time at a regular meeting will be set by the Board for its own orientation of the new member.~~
- II. Following a new Board member's election to the BOCES, the Board President and the District Superintendent will work jointly to arrange for an orientation of the new Board member as soon as possible before the swearing in, or as soon thereafter as is convenient for all. Among the important issues the new member must become aware of in order to gain familiarity are the following:
  - a. Education Law – in particular those sections of the law pertaining to the responsibilities and legal obligations of board membership and the permissible scope of BOCES operations
  - b. Board/District Superintendent relations
  - c. Conduct of Board Meetings

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- d. Committee structure
- e. Administrative structure of the district (should this be the BOCES)
- f. BOCES
- g. Tour of the ESC and introduction to staff
- h. A copy of the BOCES Policy Book and an overview of Board Policies
- i. School (BOCES)/Community communications
- j. Educational responsibilities of board members, especially the fiscal oversight requirement.
- k. NYSSBA New Board Member Academy
- l. SLLCSBA New Board Member Orientation
- m. Officers of the Board and their responsibilities
- n. Freedom of Information, Open Meeting Law and Executive Session issues
- o. Curriculum oversight
- p. District (BOCES) Mission and Goals
- q. Board Self-Evaluation
- r. Evaluation of the District Superintendent
- s. Relationship between the BOCES and the component school districts
- t. The unique role of the District Superintendent as a State Education Department employee and a local employee, and the possible conflicts in such role

Adopted: