

NEW BOARD MEMBER ORIENTATION

Discussion occurred as to just what are we required by law to do for orientation of new members, and it was decided that Mr. Modery would check to determine. We would then adapt our policy to cover those required aspects.

In order that newly elected Board members may cast informed votes and function effectively as board members, the Board and Superintendent will extend to them the fullest measures of courtesy and cooperation, and will make every reasonable effort to assist newly elected Board members in understanding the Boards functions, policies, procedures, and current issues.

- A. In the interim between a new member's election or appointment and his/her assuming office, the Board, through the Superintendent, will invite newly elected members to attend meetings, except those held in executive session, and provide newly elected members with agendas, 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 access to copies of appropriate publications, such as the Board policy manual, student handbooks, collective bargaining agreements and current budget documents.
- C. The Board Chair will remind Board members of their obligation to complete, not later than the 120th day after the date of taking the oath of office, training on the requirements of Maine's Freedom of Access Law. The Superintendent will provide Board members with information regarding available training options. Each Board member shall attest by means of a written or electronic record that he/she has completed the training and provide a copy of such record to the Superintendent's Office. To facilitate the documentation of training, the Superintendent will make available to Board members copies of the State's sample Certification of Completion of Freedom of Access training form.
- D. 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.
- E. 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

2. Basic operational procedures of the boardmanship
3. Placement of items on the agenda
4. The role of committees, subcommittees, and advisory committees
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. How Board members, in fulfilling their duties, may request information concerning school operations, finances, personnel
10. General information about the school system and its resources
11. How Board members may make arrangements to visit the school and the protocol for such visits
12. Protocol for dealing with the media
13. Other relevant topics

All Board members will be invited to the orientation sessions and encouraged to attend. Orientation is intended to serve as a useful review of basic boardmanship concepts for experienced members, as well as an opportunity to provide information and counsel to new Board members.

Legal Reference: 1 M.R.S.A. § 412

First Read: March 22, 2017
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