

ORIENTATION

Board Candidate Orientation

The Governing Board desires to provide Board candidates with orientation that will enable them to understand the responsibilities of Board membership. The Superintendent or designee shall provide opportunities for all candidates to be provided general information about school programs, district operations, and Board responsibilities. Orientation will be provided for Governing Board candidates so that, insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the Board from the time that they are sworn into office. The Board invites all candidates to attend public Board meetings during the period of their candidacy. The Superintendent shall cooperate impartially with all candidates in providing them with Board policies and public information about school programs.

The Board expects candidates to recognize that until they are elected to the Board, they are, like other members of the public, not entitled to privileged information discussed in closed session.

New Board Member Orientation

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. As early as possible following the election or appointment of Board members, one or more orientation sessions shall be offered to the new Trustee(s). Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct. The Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws, protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the district, including, but not limited to, the district's vision, mission, and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

The Superintendent or designee may offer incoming Board members a tour of district schools and facilities, and may introduce them to district and school site administrators and other staff members.

Incoming Trustees are encouraged, at district expense and with approval of the Board, to attend orientations for new trustees offered by associations on the Board-approved list, institutes for new and first-term Board members, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the district and especially those related to the Brown Act.

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district board, annual workshops
33362-33363 Reimbursement of expenses; member of school district board

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially

54952.1 Member of a legislative body

54952.2 Open meeting laws; posting agenda; board actions

54952.7 Copies of Brown Act to Board members

MANAGEMENT RESOURCES

CSBA Publications: Professional Governance Standards for School Boards

The Brown Act: School Boards and Open Meeting Laws, rev. December 2014

WEB SITES: CSBA: <http://www.csba.org>

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