

# POLICY \_\_\_\_\_

## PEQUANNOCK TOWNSHIP BOARD OF EDUCATION

BYLAWS

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Board Member Orientation and Training

### 0144 – BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each Board member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member to acquire information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of:

1. the Board of Education Bylaw and Policy Manual,
2. each negotiated agreement,
3. the current budget statement and audit report,
4. instructions to set up and access the district provided and maintained cloud storage service containing all confidential meeting files,
5. instructions to set up and access a district provided email account,
6. instructions to set up and access a district provided electronic device to use for BOE business only in accordance with Policy 0169,
7. the most recent long range facilities plan, and
8. other materials as deemed appropriate by the Superintendent.

One current board member will serve as a mentor to each new Board member to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary. The mentorship period shall be at least 3 months, and is recommended to extend for 12 months.

Within the first ninety days of a new Board member's first term, the Board member shall complete a training program to be prepared and offered by the New Jersey School Boards Association. The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33.

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The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under N.J.S.A. 18A:37-13 et seq. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A.18A:12-33, 18A:37-13 et seq.  
N.J.A.C. 6A:28-4.1

Adopted: 11 November 1999  
Revised and Adopted: 22 December 2008  
Revised and Adopted: 18 July 2011  
Revised and Adopted: 1 March 2018  
Revised and Adopted: 21 February 2023  
N.B. This policy deviates from the original Strauss Esmay policy  
Revised and Adopted: 24 July 2023