

CHESTER BOARD OF EDUCATION
Chester, New Jersey

FILE CODE: 9200

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Bylaw

ORIENTATION AND TRAINING OF BOARD MEMBERS

The Chester Board of Education believes that the preparation of each board member for the performance of board duties is essential to the effectiveness of the board's functioning. The board shall encourage each new board member to understand the board functions, acquire knowledge of matters related to the operation of the schools and learn board procedures. Accordingly, the board secretary shall provide to each new board member, no later than his/her first regular meeting as a board member, for his/her use and possession during the term on the board the following items:

- A. A copy of the board policy manual;
- B. A copy of each current negotiated agreement;
- C. The current budget statement, audit report and related fiscal materials;
- D. The five-year facility and five-year maintenance plans;
- E. Current minutes of the board;
- F. District goals.

Orientation of New Board Members

The chief school administrator shall prepare materials to introduce new board members to the operating procedures of the district and the details of the curriculum.

Sufficient funds shall be allocated to reimburse new board members for attending NJSBA training in chief school administrator evaluation within the first six months after taking office, and an NJSBA new board member orientation within the first year of taking office.

Administrative code defines "newly elected or appointed board member" as any board member who has never served as a member of either an elected or appointed school board.

Code of Ethics Training

The board shall ensure that all members of the board receive and review a copy of the Code of Ethics for School Board Members. Each board member shall sign an acknowledgement that he/she has received and read it. Training as required by the administrative code shall be scheduled to familiarize board members with the contents and requirements of the Code of Ethics.

Mandated Training

The board shall ensure that each newly elected or appointed board member receive training within their first 90 days of service regarding skills and knowledge necessary to serve as a school board member. This training shall be offered by the NJSBA, in consultation with New Jersey Association of School administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, and shall include information regarding the New Jersey Quality Single Accountability Continuum, and the five key components

ORIENTATION AND TRAINING OF BOARD MEMBERS (continued)

of school district effectiveness on which the school district is monitored: instruction and program; personnel; fiscal management, operations and governance.

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 the school district's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

Each board member shall, in both the second and third year of service on the board, complete the NJSBA training on school district governance.

The NJSBA advanced training program shall be completed by board members within one year of re-election or reappointment to the board of education.

Inservice Development

State, regional and national workshops, conventions, conferences and seminars developed by associations such as the New Jersey School Boards Association, the National School Boards Association, the New Jersey Association of School Administrators, etc., provide unique opportunities for board members to broaden their understanding of their responsibilities, learn new tools and techniques for coping with them, and keep up to date on educational trends.

Therefore, the board recommends that, in addition to sending the mandated delegate to the New Jersey School Boards Association's Delegate Assemblies, the board send representatives to such educational conferences, workshops, conventions and seminars as it shall decide upon each year. Board members will provide either a written report of the conference/meeting attended to the full board or an oral report at the first or second meeting following the board member's return. A maximum of nine members may attend any such function held out of state.

The same regulations regarding travel arrangements and reimbursement developed for other district paid attendance at such events shall apply.

The chief school administrator shall prepare a checklist for district representatives to such events, to aid them in preparing meaningful reports for the board and the district as a whole. The report shall be presented at a regular meeting of the board within a month of the delegation's return.

Adopted:	March 5, 1991; December 1, 1998; July 31, 2003; May 23, 2006
NJSBA Review/Update:	December 2008, August 2016, August 2025
Readopted:	April 27, 2009, September 30, 2025
Revised:	

Key Words

Orientation and Training of Board Members, Board Member Orientation, Board Member Training

Legal References:	<u>N.J.S.A. 18A:645</u>	
	through 50	New Jersey School Boards Association established ...
	<u>N.J.S.A. 18A:111</u>	General mandatory powers and duties

ORIENTATION AND TRAINING OF BOARD MEMBERS (continued)

<u>N.J.S.A.</u>	18A:12-24.1	Code of Ethics for School Board Members
<u>N.J.S.A.</u>	18A:12-33	Training program for new board members
<u>N.J.S.A.</u>	18A:17-20.3	Evaluation of chief school administrators; school board training program
<u>N.J.S.A.</u>	18A:5420	Powers of board (county vocational schools)
<u>N.J.A.C.</u>	6A:10-8.1 <u>et seq.</u>	Evaluation of the chief school administrator
<u>N.J.A.C.</u>	6A:28-1.2	Definitions
<u>N.J.A.C.</u>	6A:28-1.6	Board member training
<u>N.J.A.C.</u>	6A:32-3.2	Requirements for the Code of Ethics for school board members and charter school board of trustee members

Amended resolution of the School Ethics Commission (3/23/99)

Possible

<u>Cross References:</u>	1500	Relations between area, county, state, regional and national associations and the district
	*2131	Chief school administrator
	*9250	Expenses
	*9271	Code of Ethics

*Indicates policy is included in the Critical Policy Reference Manual.