

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 008
Section: LOCAL BOARD PROCEDURES
Title: ORIENTATION PROGRAM FOR NEW BOARD MEMBERS
Date Adopted: 1/25/10
Date Last Revised: 2/5/2021
Date Last Reviewed: 12/5/25

R008 ORIENTATION PROGRAM FOR NEW BOARD MEMBERS

The Superintendent of Schools shall provide new members of the Board of School Directors with copies of the following at or around the time of their orientation. If available in electronic form, this material may be provided in electronic form in addition to or in lieu of paper copies at the election of the new Board member:

- 1) The Pennsylvania School Code.
- 2) The Board Policy Manual.
- 3) The District Administrative Regulations.
- 4) The current budget statement, audit report and related fiscal materials.
- 5) The most recent Strategic Plan.
- 6) The Public Official and Employee Ethics Act.
- 7) All employee agreements including but not limited to:
 - a. The Lower Merion Education Association agreement;
 - b. The Lower Merion Organization of School Administrators agreement; and
 - c. Any and all individual employment agreements.
- 8) Solicitor's contract or other terms of engagement.

Other materials may be provided at the discretion of the Superintendent or as required by law.

In addition to the training provided by the Superintendent, as contemplated herein, members of the Board of School Directors shall be required to comply with the minimum training requirements upon election, re-election, appointment, or re-appointment to the Board, as required by applicable law. Current training requirements are listed below.

1. **For Newly Elected or Appointed Board Members:** During the first year of a newly elected or appointed Board member's first term, the Board member shall participate in at least five (5) hours of training from an approved provider which shall include, at a minimum, the following topics:
 - a. Instruction and academic programs;

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- b. Best practices related to trauma-informed approaches, which shall comprise a minimum of one (1) hour of instruction;
 - c. Personnel;
 - d. Fiscal management;
 - e. Operations;
 - f. Governance; and
 - g. Ethics and open meetings.
2. **For Re-Elected or Re-Appointed Board Members:** Within one (1) year of re-election or re-appointment, the Board member shall participate in at least three (3) hours of training from an approved provider which shall include, at a minimum, the following topics:
- a. Information on relevant changes to Federal and State public school law and regulations;
 - b. Fiscal management;
 - c. Trauma-informed approaches; and
 - d. Other information deemed appropriate by the Pennsylvania Department of Education to enable the Board member to serve effectively.