

NEW BOARD MEMBER ORIENTATION

The Board of Education and the Administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board’s functions, policies and procedures, and the school district’s operation before taking office. Each Board member-elect shall, as soon as possible:

1. be directed to publicly available information covering the function of the Board and the school district, including (a) the Board’s policy manual, (b) the Board’s meeting agendas and minutes for the previous year, including the latest financial reports and administrative presentations, (c) the School Law Handbook and other pertinent material prepared by the New York State School Boards Association and the Westchester Putnam School Boards Association, and (d) any other materials which may be deemed helpful and informative;*
2. be provided the Board’s Norms and Protocols handbook;
3. be provided the calendar of remaining Board meetings and Board committee meetings through the end of the school year, and be invited to attend the same;
4. be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the Board and the District; and
5. be invited and encouraged to attend new board member training and other networking opportunities offered by the New York State School Boards Association and the Westchester Putnam School Boards Association.

Cross-ref:
2520. Board Member Training

Adoption date: November 14, 1994

Revised : _____

**FOR FIRST READING 4-9-26 [RECOMMENDED REVISIONS
SHOWN IN TRACK CHANGES]**

- Deleted:** given selected materials
- Deleted:** copies of key reports prepared during
- Deleted:** by school Board committees and/or the administration
- Deleted:** (d) access to minutes of Board meetings of the previous year, (e) latest financial report of the district, (f) copies of pertinent materials developed by the New York State School Boards Association,
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- Deleted:** all Board meetings and functions, and to participate in discussion. The Board President will explain to each new Board member-elect the need to ensure the confidentiality of all discussions and/or actions which occur in executive session
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- Deleted:** ’s workshop for New School Board Members.