

NEW BOARD MEMBER ORIENTATION

- 1.0 Incumbent Board members and the Superintendent will help new Board members become fully informed about the Board's functions, policies, procedures, and problems. Until and unless elected to the Board, the new Board members official status is that of other members of the public, and thus are not entitled to privileged information such as is rightfully discussed only in executive session.

- 2.0 Specific phases of the new Board member's orientation program will include:
 - 2.1. The new member will be encouraged to attend all meetings and functions of the Board (except executive sessions) and will receive all non-confidential reports and communications normally sent to Board members.
 - 2.2. In the interim between the election and actual assumption of office, the new member will be furnished with selected materials dealing with information about the school department, state education laws and regulations, and local policies and regulations. Such materials will include, but not limited to:
 - 2.2.a. Board policy manual and student/employee handbooks;
 - 2.2.b. A copy of Maine school laws;
 - 2.2.c. Board meeting minutes for the previous six months, which including the Superintendent's annual report and the five-year school improvement plan;
 - 2.2.d. Financial reports and current budgets;
 - 2.2.e. Current collective bargaining agreements;
 - 2.2.f. Administrative rules and regulations.

- 3.0 An orientation meeting will be convened by the Board for the primary purpose of orienting the new member(s) to his/her responsibilities, to the Board's method of operating, and to school department policies and problems.

- 4.0 A schedule of appointments with selected administrative personnel will be arranged by the Superintendent to afford an opportunity for the new member to discuss specific functions and concerns at different levels of operation.

Adopted: December 18, 1986

Revised: October 3, 2002