

NEW BOARD OF DIRECTORS MEMBER ORIENTATION

In order that newly elected Board of Director members may cast informed votes and function effectively as Board members, the Board and Superintendent will extend to them the fullest measures of courtesy and cooperation and will make every reasonable effort to assist newly elected Board members in understanding the Board's functions, policies, procedures and current issues.

- A. In the interim between a new member's election or appointment and their assuming office, the Board of Directors, through the Superintendent, will invite new members to attend meetings, except those held in executive session, and provide new members with agenda, minutes and reports applicable to those meetings. During the time between election or appointment and the assumption of office, the status of the future-member remains that of a private citizen and not that of an elected or appointed official.
- B. The Board of Directors, through the Superintendent/designee, will provide new members with copies of information on how to access appropriate publications, such as the Board of Directors policy manual, student handbook(s), collective bargaining agreements and current budget documents.
- C. The Board of Directors, through the Superintendent, will remind Board members of their obligation to complete, not later than the 120th day after the date of taking the oath of office, training on the requirements of Maine's Freedom of Access Law. The Superintendent will provide Board members with information regarding available training options. Each Board member shall attest by means of a written or electronic record that they have completed the training and provide a copy of such record to the Superintendent's Office. To facilitate documentation of training, the Superintendent will make available to Board members copies of the State's sample Certification of Completion of Access Training form.
- D. The Board of Directors will encourage new members to attend appropriate in-district and out-of-district orientation and/or School Boardsmanship workshops. Reimbursement for such activities must be approved in advance by the Board of Directors Chair, in consultation with the Superintendent, and is subject to the availability of funds.
- E. Each new Board member will be paired with a mentor from the Board.
- F. The Chair and Superintendent will schedule and arrange for an orientation session for new Board members as soon as practicable after election or appointment. A reasonable amount of time will be provided for discussion of:
 - 1. The roles and responsibilities of the Board of Directors and individual members;

2. Basic operational procedures of the Board of Directors;
3. Placement of items on the agenda;
4. The role of committees, subcommittees and advisory committees;
5. How and why executive sessions may be held;
6. What is considered confidential or privileged information;
7. Appropriate responses of an individual member when a request or complaint is made directly to them by a student, parent or member of the community;
8. How the Board of Directors responds to complaints involving personnel;
9. General information about the school system and its resources;
10. How Board of Director members, in fulfilling their duties, may request information concerning schools and District operations, finances and personnel;
11. Appropriate use of social media as a member of the Board;
12. How Board of Director members may make arrangements to visit schools, and the protocol for such visits;
13. Protocol for dealing with the media; and
14. Other relevant topics.

Legal Reference: 1 MRSA § 412

Cross Reference: BIC - Board of Directors Member Freedom of Access Training

Adopted: November 18, 2009

Reviewed: April 27, 2011

Reviewed: March 26, 2014

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