

**NEW BOARD MEMBER-ELECT 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 given selected materials of the previous year covering the function of the Board and the school district, including (a) new board member orientation brochure, (b) copies of key reports prepared during the previous year by school Board committees and/or the administration, (c) the *Becoming a Better Board Member* handbook prepared by the New York State School Boards Association, (d) access to minutes of Board meetings of the previous year, current policy manual and the New York State School Boards Association *School Law* handbook, (e) latest financial report of the district, and (f) copies of pertinent materials developed by the New York State School Boards Association;
2. Be invited to attend all Board meetings and functions, excluding executive sessions, until sworn in;
3. Be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the Board of Education and the school district; and
4. Be invited and encouraged to attend the New York State School Boards Association workshop for New School Board Members.

Adoption date: September 28, 2009