

### **New Board Member Orientation**

In order that newly elected Board members may cast informed votes and function effectively as Board members, the RSU 40 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 (or presumed members in the case of unopposed elections) in understanding the Board's functions, policies, procedures and current issues.

- A. In the interim between a new member's presumed election or appointment and assuming office, the Board, through the Superintendent, will invite new members (or presumed members) to attend meetings, except those held in executive session, and provide new members (or presumed members) with agendas, minutes and reports applicable to those meetings. During the time between ballot closing and election or appointment and the assumption of office, the status of the presumed member remains that of a private citizen and not that of an elected or appointed official.
- B. The Board, through the Superintendent, will provide new members with copies of appropriate publications, such as the digitized Board policy manual, student handbook(s), collective bargaining agreements and current budget documents.
- C. The Board will encourage new members to attend appropriate in-district and out-of-district orientation and/or Boardsmanship workshops. Reimbursement for such activities must be approved in advance by the Board Chair, in consultation with the Superintendent, and is subject to the availability of funds.
- D. The Chair and the Superintendent will schedule a Board workshop for the orientation of new Board members as soon as practicable after the annual reorganization meeting. A reasonable amount of time will be provided for discussion of:
  - 1. The roles and responsibilities of the Board and individual members;
  - 2. Basic operational procedures of the Board;
  - 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 by a student, parent, or member of the community;
  - 8. How the Board responds to complaints involving personnel;
  - 9. General information about the school system and its resources;

10. How Board members, in fulfilling their duties, may request information concerning schools and District operations, finances and personnel;
11. How Board members may plan to visit schools, and the protocol for such visits;
12. Protocol for dealing with the media; and
13. Other relevant topics.

All Board members will be strongly encouraged to attend this workshop. The orientation is intended to serve as a useful review of basic boardsmanship, concepts for experienced members as well as an opportunity to provide information and counsel to new Board members.

Adopted: October 2, 2000

Revised: April 11, 2013  
Reviewed: February 23, 2016  
November 7, 2019