

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVE.
WATERVILLE, ME 04901**

NEW SCHOOL BOARD MEMBER ORIENTATION

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

- A. In the interim between a new member's election or appointment and his/her assuming office, the School Board, through the Superintendent, will invite new members (or: members-elect) to attend meetings, except those held in executive session, and provide new members (or: members-elect) 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 School Board, through the Superintendent, will provide new members with copies of appropriate publications.
- C. The School Board will encourage new members to attend appropriate in-district and out-of-district orientation and/or boardmanship workshops. Reimbursement for such activities must be approved in advance by the School Board Chair, in consultation with the Superintendent, and is subject to the availability of funds.
- D. The Chair and Superintendent will schedule and arrange for an orientation session for new School 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 School Board and individual members;
 2. Basic operational procedures of the School 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 directly to him/her by a student, parent/legal guardian or member of the community;
 8. How the School Board responds to complaints involving personnel;

9. General information about the school system and its resources;
10. How School Board members, in fulfilling their duties, may request information concerning schools and District operations, finances, and personnel;
11. How School Board members may make arrangements to visit schools and the protocol for such visits;
12. Protocol for dealing with the media; and
13. Other relevant topics.

All School Board members will be invited to the orientation session and encouraged to attend. 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 School Board members.

ADOPTED: May 21, 2003; **FIRST READING:** January 27, 2014; **REVISED:** January 24, 2014

SOURCE: Board Policy