

INTERNAL BOARD POLICIES

Orienting New Board Members

All new members of the board of education (elected or appointed) shall be invited to attend all board meetings and other activities prior to the time they officially take office. In addition, these new board members shall receive copies of all agenda, reports and other communications normally received by regular board members except information or material of a confidential nature as defined under the provisions of the Open Meetings Act.

No newly-elected board member may deliberate or vote until his/her term commences. No newly-appointed board member may deliberate or vote until he or she has been sworn into office.

Present members of the board and the superintendent of schools shall conduct an appropriate orientation program designed to acquaint new board members with the district, board policies, duties, responsibilities and other activities. In addition, the board encourages newly-elected board members to attend new board member workshops such as that provided by the Michigan Association of School Boards or other relevant organizations.

Reference:

Public Act 267: Open Meetings Act of 1976, as amended

Policy

Adopted: 05-10-76

Amended: 04-16-07

Reviewed: 04-11-11

Regulations - Orienting New Board Members

Board membership calls for knowledge of the many and varied aspects of the school district. The administration will provide new board members opportunities to become familiar with district-wide instructional and support services operations as well as board policy and board member duties, responsibilities and other activities.

Orientation shall be provided to new board members through activities such workshops sponsored by state agencies or area or state school board associations, discussions and visits with the superintendent and other school personnel, and provision of board policies and regulations.

Newly elected board members will be invited to attend a New Board Member Orientation shortly after they are elected to the board. This orientation session will be scheduled jointly by the superintendent and board president or designee and may include but not be limited to the following agenda items.

1. Strategic and Other Key Operating Plans
2. Review of Board of Education Responsibilities
 - A. Board Authority (Collective vs. Individual)
 - B. Board Meetings
 - Agenda/minutes
 - Board packets
 - Meeting format
 - Procedure for giving notice when going to be absent from a regular board meeting or board committee meeting
 - Quorum of the Board
 - Seating arrangements and voting procedures
 - C. Building Visits (Board Policy 1250/R1250)
 - D. Disciplinary hearings
 - E. Electronic Mail (email) Communication Among Board Members (Policy 9366)
 - E. How to Handle Questions and Complaints from the Public
 - F. Participation on Committees
 - G. Policy Manual
 - Committee Review Process
 - Definitions/Organization of the Manual
 - H. Superintendent Evaluation Process
 - I. Various Organizations/Conferences such as MASB/NASB, MASA, Governor's Education Summit, MASB Labor Relations Network, MASB Academy of Board Membership
 - attendance
 - expense allowance guidelines/procedures/practices

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3. Review of the Annual Budget Process
 - A. Budget Process
 - B. Current Budget
 - C. Expenditure Process

4. Review of the Administrative Structure
 - A. Organizational Chart
 - B. District map/boundaries and school locations
 - C. District staff directory
 - D. Roles and Responsibilities
 - The superintendent, deputy superintendent, and assistant superintendent will review briefly his/her areas of responsibility, followed by a tour of the administration building with an explanation of the various departments and functions.
 - Meetings will be scheduled for new board members to visit and confer with administrators of the following areas: Community Education, Food Service, Operations, Special Education, and Transportation.
 - E. Staff Evaluation Process

5. Review current issues, including any litigation in which the district is currently involved.

6. Student Academic Achievement

The board president or designee will be notified of orientation meeting dates and times to permit their attendance if they so desire. The superintendent may invite any other school personnel to share information concerning areas of responsibilities and functioning of departments/programs.

Regulations: 04-16-07