

CODE: BIA

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In order that newly elected School Committee members may cast informed votes and function effectively as board members, the School Committee and Superintendent will extend to them the fullest measures of courtesy and cooperation, and will make every reasonable effort to assist newly elected School Committee members in understanding the School Committee'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 Committee, through the Superintendent, will invite newly elected members to attend meetings, except those held in executive session, and provide newly elected 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 School Committee, through the Superintendent, will provide new members with access to appropriate publications, such as the School Committee's Policy Manual, student handbook(s), collective bargaining agreements, and current budget documents.
- C. The School Committee Chair will remind School Committee 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. Each School Committee member shall attest by means of a written or electronic record that he/she has 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 School Committee members copies of the State's sample Certification of Completion of Freedom of Access Training form.
- D. The School Committee 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 majority of the School Committee and is subject to the availability of funds.
- E. The Chair and Superintendent will schedule and arrange for an orientation session for new School Committee members as soon as practicable after election or appointment.

Legal Reference: 1 M.R.S.A. § 412
Cross Reference: BIC – School Committee Member Freedom of Access Law Training

Adopted: July 5, 1994

Revised: May 3, 2011