

FAIRFIELD AREA SCHOOL DISTRICT

NEW BOARD MEMBER ORIENTATION

1360

- 1360.1     General  
The Board considers it important that new members be knowledgeable about school governance and operations, and, insofar as possible, prepared to discuss and cast informed votes on matters before the Board from the time that they are sworn into office.
- 1360.2     Attendance at Meetings  
All candidates shall be urged to attend public meetings of the Board during the period of their candidacy. All public information about the school system shall be made available to them.
- 1360.3     Incumbent Board members and staff shall help new Board members become fully informed about the Board's functions, policies, procedures, and problems.
- 1360.4     Orientation Program  
The District Superintendent is authorized to develop an Orientation Program for New Board Members. Specific phases of the New Board Member's Orientation Program shall include:
- 1360.4a    In the interim between appointment and actual assumption of office, the new member should be invited to attend all meetings and functions of the Board, including study sessions, and will receive all reports and communications normally sent to Board members.
- 1360.4b    The new member should be furnished with materials dealing with information about the district, state education laws and regulations, and local policies and regulations. Each new member shall be responsible for reviewing the materials furnished. Such materials shall include:
- Board Policies and Administrative Procedures
  - Board agendas for the previous year
  - Board meeting minutes for the previous year
  - Annual Financial Report
  - School District Directory
  - Pennsylvania Public School Code
  - Map of the School District

1360.4c A series of orientation sessions should be planned by the Superintendent for the primary purpose of orienting the new member to responsibilities, to the Board's method of operating, and to school district policies and problems. These sessions shall include, but not be limited to the following:

- A tour of the school district
- Review of Board member role and responsibility
- Introduction to the Public School Accounting System
- Familiarization with the policy and regulatory coding system
- Curriculum orientation workshops
- Study of student statistical information (attendance, suspension, and drop-out rates, etc.)
- Review of practices in School Board Operations, Curriculum Development, Staff Practices and School Philosophy

1360.4d Introduction to administrative personnel and a review of their functions.