

The Policy Committee recommended changes in blue at its public work sessions on 2/1/24, 2/14/24, 3/7/24, and 4/11/24.

File: BIA

NEW BOARD MEMBER ORIENTATION

I. Purpose

~~The purpose of this policy is to establish a process of orientation for new Board of Education members.~~ Policy BIA establishes an orientation process for new Board of Education members.

II. Background

For the continuation of effective and efficient governance, it is important that any member new to the Board of Education, whether by election or appointment, receive an orientation designed to provide information pertinent to the role and responsibilities of a board member, to the board and its operation, and to the school system and its operation. ~~Every two (2) years new Board of Education members with varying degrees of knowledge of the local operating practices of the Board are elected.~~

III. Policy Statement/Procedures

- A. All new Board of Education members will be provided with a consistent, timely, and thorough orientation to help with the transition process. ~~The Board of Education and Superintendent shall assist new members to understand the Board's functions, policies, Superintendent's administrative regulations, and operation of the school system following the election.~~
- B. Following the election or appointment of new Board of Education members, the Board president and vice president will schedule an orientation session with the date and time mutually agreed to by all new Board members. All new Board members should attend the orientation session.
- C. All new members ~~are strongly encouraged to~~ should attend the orientation for new board of education members conducted by the Maryland Association of Boards of Education (MABE) to understand the proper role of board of education members in the State of Maryland. ~~The Board of Education will make funding available for any reasonable costs associated with the MABE orientation sessions consistent with Policy BHD.~~ The Board of Education will pay costs associated with attendance at the orientation for new Board members conducted by the Maryland Association of Boards of Education in accordance with Policy BHD.

~~The Board of Education's vice president, or the president's designee, will facilitate the orientation process for new members. The vice president, or the president's designee, will establish the ongoing agenda and format of the orientation sessions. The agenda will be established based upon the background and experience new members bring with them. During their first year of service, new Board members are encouraged to seek the input of other Board members.~~
- D. The Board of Education's president and vice president, in consultation with the superintendent, will schedule an orientation, develop the agenda and format of the orientation, and determine the content.
- E. The process of orientation is understood to be ongoing and additional orientation sessions may be requested by the new member or offered by Board of Education leadership.

~~Orientation for each newly elected or appointed Board of Education member will include, but is not limited to, the following:~~

- ~~1. Orienting new members to their responsibilities; policy making and administration; legal and fiscal responsibilities; open meeting laws; Board of Education structure and organization; and the vision of the school system.~~
- ~~2. Providing new members with access to, and training on relevant systems, documents, and networks, and providing technology consistent with other Board of Education members.~~
- ~~3. Providing new members training on accessing the Board of Education's policies, the Superintendent's administrative regulations, and system exhibits on the school system's website.~~

F. The orientation provided for newly elected or appointed Board of Education members will include but not be limited to the following topics:

1. Role and responsibilities of a Board of Education member
2. Role and responsibilities of the superintendent
3. Structure and organization of Washington County Public Schools ("WCPS") and current demographics
4. Board Communication Processes and Norms
5. Board of Education policies and WCPS administrative regulations
6. Closed Session
 - a. Agenda
 - b. Personnel actions
 - c. Advice of legal counsel
 - d. Superintendent's report
7. Schedule on Board of Education meeting days
8. Board of Education standing and advisory committees
9. Agenda Planning Committee
10. Personnel actions (including administrative appeals)
11. Current issues facing the Board of Education
12. School system vision and mission
13. Secretarial support, payroll, and other services
14. Systemwide plans, i.e., Strategic Plan, Educational Facilities Master Plan, Capital Improvement Plan, Comprehensive Maintenance Plan, and pupil generation rates
15. Professional development opportunities
16. Local operating practices
17. Communications with the media
18. The operating budget and budget calendar
19. Negotiation process with representatives of employees
20. Program of Instruction
21. Legislative process
22. Open Meetings Act
23. Rules of order for meetings
24. Most recent Board of Education calendar of meetings and events
25. Allowable expenses and reimbursement process
26. Technology training

See also: ~~Accompanying administrative regulation to this policy; and~~
Policy BHD – "Board of Education Member Compensation and Expenses"

Policy adopted: September 16, 2014. [Revised:](#)
Board of Education of Washington County