

ORIENTATION AND TRAINING OF BOARD MEMBERS

Orientation of New Board Members

The Superintendent shall prepare materials to introduce new board members to the operating procedures of the district and the details of the curriculum.

Sufficient funds shall be allocated to reimburse new board members for attending NJSBA training in superintendent evaluation within the first six months after taking office, and an NJSBA new board member orientation within the first year of taking office.

Administrative code defines "newly elected or appointed board member" as any board member who has never served as a member of either an elected or appointed school board.

Code of Ethics Training

The board shall ensure that all members of the board receive and review a copy of the Code of Ethics for School Board Members. Each board member shall sign an acknowledgement that he/she has received and read it. Training as required by the administrative code shall be scheduled to familiarize board members with the contents and requirements of the Code of Ethics.

Inservice Development

State, regional and national workshops, conventions, conferences and seminars developed by associations such as the New Jersey School Boards Association, the National School Boards Association, the New Jersey Association of School Administrators, etc., provide unique opportunities for board members to broaden their understanding of their responsibilities, learn new tools and techniques for coping with them, and keep up to date on educational trends.

Therefore, the board recommends that, in addition to sending the mandated delegate to the New Jersey School Boards Association's Delegate Assemblies, the board send representatives to such educational conferences, workshops, conventions and seminars as it shall decide upon each year. A maximum of two members may attend any such function held out-of-state.

The same regulations regarding travel arrangements and reimbursement developed for other district-paid attendance at such events shall apply.

The Superintendent shall prepare a checklist for district representatives to such events, to aid them in preparing meaningful reports for the board and the district as a whole. The report shall be presented at a regular meeting of the board within a month of the delegation's return.

**Date Reviewed: 9/8/2004; 12/14/2011**

**Date Adopted: 11/17/1999; 11/17/2004; 02/08/2012**

**Key Words:** Orientation and Training of Board Members, Board Member Orientation, Board Member Training

**Legal References**

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**Other Reasons:**

N.J.S.A. 18A:12-33 and N.J.A.C. 6:3-9.4 requires each newly elected or appointed board member to complete during the first year of his/her term a training program prepared and offered by NJSBA addressing the skills and knowledge necessary to serve as a local school board member.

N.J.S.A. 18A:17-20.3(b) and N.J.A.C. 6:3-2.2(k) require NJSBA training of newly elected or appointed board members in superintendent evaluation within six months of commencing his/her term of office.

**Legal**

**References:**

N.J.S.A. 18A:6-45	New Jersey School Boards Association established ...
through -50	
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A: 12-24.1	Code of Ethics for School Board Members
N.J.S.A. 18A:12-33	Training program for new board members
N.J.S.A. 18A:17-20.3(b)	Evaluation of superintendents
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6:3-1.3	Requirements for the Code of Ethics for school board members and charter school board of trustee
N.J.A.C. 6:3-2.2	Annual evaluation of tenured and non-tenured Superintendents
N.J.A.C. 6:3-9.2	Definitions
N.J.A.C. 6:3-9.4	Board member training

**Possible Cross**

**References:**

1500	Relations between area, county, state, regional and national associations and the district
*2131	Superintendent
*9250	Expenses

\*Indicates policy is included in the Critical Policy Reference Manual.