

Incumbent members of the Board of Education and the central administration will assist new members of the Board in their acclimation to the duties of a member of the Board of Education.

Among the ways such assistance can be provided are the following:

- A. Assistance to candidates who have filed the required number of nominating signatures:
 - 1. Provide NYS School Boards Association or comparable orientation materials for prospective Board members.
 - 2. Provide assistance in establishing contact with local newspaper who might be interested in information about the candidate.
 - 3. Publish information about the candidate in the budget brochure.
 - 4. Upon request familiarize the candidates with the operation of the school district.
 - 5. Inform candidates about Education Laws which address the filing of campaign expenditure statements and "electioneering."

- B. Assistance to successful candidates for election:
 - 1. Newly elected members of the Board will be invited to attend all meetings of the Board between the date of election and the date when the new member's term of office begins.
 - 2. The weekly Board of Education information packet should be distributed to newly elected members beginning with the first packet following their election.
 - 3. The outgoing Board member who is being replaced by a newly elected member should arrange to transfer essential school district documents or publications to the new member (i.e. Board Policy Book, School Law Manual, etc.).
 - 4. The Board of Education and the Superintendent of Schools and his/her staff will organize an orientation program for new Board members that will include:
 - a. Operations of the Board
 - b. Board Policy Manual
 - c. Legal responsibilities
 - d. Relationships with the Superintendent, school district employees, and district residents.
 - e. Available NYSSBA training programs.

The Board President, or his/her designee, shall work with the new Board member to complete the orientation program.

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