

BY-LAW

ORIENTATION AND TRAINING

Orientation of New Board Members

The preparation of each member for the performance of Board duties is essential to the proper functioning of the Board. The Board encourages each new Board member in the acquisition of information about school district governance, the separate functions of the Board and the Superintendent, the operations of the District, and Board procedures.

The Superintendent or his/her designee shall prepare materials to introduce new Board members to the operating procedures of the district and the details of the curriculum.

Specifically each new member will receive access to and/or a copy of:

1. The Board's Policies and Regulations;
2. Each then current collective bargaining agreement;
3. The current budget statement and audit report;
4. The most recent long range facilities plan; and
5. Other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the Board Secretary.

Each new Board member shall complete during the first year of the member's first term a training program to be prepared and offered by the New Jersey School Boards Association, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Reimbursement to Board members for expenses associated with orientation and training programs will be made in a manner that is consistent with Board policy.

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.

Mandated Training

The Board will ensure that each newly elected or appointed board member receive training in their first year of service regarding skills and knowledge necessary to serve as a school board member. This training shall be offered by the New Jersey School Boards Association ("NJSBA"), in consultation with New Jersey Association of School Administrators ("NJASA"), the New Jersey Principals and Supervisors Association ("NJPSA"), and the Department of Education ("DOE"), and will include information regarding the New Jersey Quality Single Accountability Continuum ("NJQSAC"), and the five key components of school district effectiveness on which the District is monitored: operations; instruction and program; governance; fiscal management and personnel.

Within one year after being newly elected or appointed, or being re-elected or re-appointed to the Board, a Board member must complete a training program on Harassment, Intimidation, and Bullying in schools, including the District's responsibilities as required by law -- specifically, N.J.S.A. 18A:37-13 *et seq.* A board member shall be required to complete the program only once.

Each board member will, in both the second and third year of service on the Board, complete the NJSBA training on school district governance.

The NJSBA advanced training program will be completed by board members within one year of re-election or reappointment to the Board.

In-service 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 three (3) 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: April 28, 2003

Reviewed/Revised: February 23, 2009

Reviewed/Revised: March 28, 2011

Reviewed/Revised: September 26, 2011

<u>Legal References:</u>	N.J.S.A. 18A:6-45 <i>et seq.</i>	New Jersey School Boards Association
	N.J.S.A. 18A:11-1	General mandatory powers and duties
	N.J.S.A. 18A:11-12	Definitions relative to travel; travel policy; procedures; compliance
	N.J.S.A. 18A:12-21 <i>et seq.</i>	School Ethics Act
	N.J.S.A. 18A:12-24	Prohibited acts
	N.J.S.A. 18A:12-24.1	Code of Ethics for School Board Members
	N.J.S.A. 18A:12-25	Annual disclosure as to employment and financial interests

N.J.S.A. 18A:12-26	Annual financial disclosure statement
N.J.S.A. 18A:12-33	Training program for new board members
N.J.S.A. 18A:17-20.3	Evaluation of superintendents; school board training program
N.J.S.A. 18A:37-13	Anti-Bullying Bill of Rights Act
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:23A-1.1 <i>et seq.</i>	Fiscal Accountability, Efficiency and Budgeting Procedures
N.J.A.C. 6A:28-1.2	Definitions
N.J.A.C. 6A:28-1.6	Order to Show Cause
N.J.A.C. 6A:28-4.1	Training requirement
N.J.A.C. 6A:28-4.2	Procedures for compliance
N.J.A.C. 6A:32-3.2	Requirements for the Code of Ethics for school board members and charter school board of trustee members
N.J.A.C. 6A:32-4.3	Evaluation of tenured and nontenured chief school administrators

Amended resolution of the School Ethics Commission (3/23/99)

New Jersey State Department of the Treasury, Office of Management and Budget in circular number 08-19-OMB (March 17, 2008)

Possible Cross References:

1500	Relations between area, county, state, regional and national associations and the district
2131	Chief school administrator
9250	Expenses
9271	Code of Ethics