

New School Board Member Orientation Procedures

In the interest of providing a smooth transition to membership on the Mascoma Valley Regional School Board, the board establishes the following procedures so that all new school board members can better prepare themselves to function as informed and effective members of the board. The orientation process shall be initiated as soon as the new school board member has been sworn in by the clerk of the Mascoma Valley Regional School District.

1. The new member of the school board will be issued varying types of documents and books that will support their understanding of school board and school district operations, rules, regulations, policies and procedures including but not limited to:
 - a. Mascoma Valley Regional School District Policy and Procedure Manual;
 - b. Copies of the last six months of school board minutes and related support materials or publications;
 - c. A list of fellow board members and their phone numbers and addresses;
 - d. A list of all school district and SAU # 62 administrators and their phone numbers and addresses;
 - e. Annual school district meeting schedule;
 - f. Annual school district budget;
 - g. A copy of New Hampshire Revised and Annotated Education Laws
 - h. A copy of the National School Board Association publication “**Becoming a Better Board Member**”.
 - i. A copy of the Center for Evaluation, Development, and Research of Phi Delta Kappa publication “**Effective School Board Governance**”.
 - j. If available, back copies of the National School Board Association Journal.

2. As soon as possible, the new school board member will schedule a meeting with the Superintendent of Schools of SAU # 62, the chairperson and vice-chairperson of the Mascoma Valley Regional School Board to review current school board and school district issues and concerns. Discussions shall include but not be limited to:
 - a. The role of the School Board in statute and practice;
 - b. The role of the school board member in the community;
 - c. The current meeting format and protocol;
 - d. The current goals and objectives of the school board as developed at the annual school board retreat;
 - e. Policies and rules and regulations presently under discussion;
 - f. Rules of communications with the superintendent and school administrators;
 - g. Evaluation procedures for the Superintendent of Schools and SAU # 62 Business Administrator;
 - h. Overview of school board working committees and possible assignment(s) to the various committees;
 - i. Board procedures for communication with media.

3. The new school board member shall be encouraged to attend educational and school board seminars run by the New Hampshire School Board Association including the annual orientation for new school board members and annual school law conference.
4. The new school board member shall be encouraged to schedule a meeting with the Director of Special Education to review current state and federal law dealing with special education and to acquaint the new school board member with special education programs in the district. The new school board member shall also have the opportunity to review Mascoma Valley Regional School District policies and procedures relative to special education.
5. The new school board member shall be encouraged to schedule meetings with all building administrators and to visit each of the schools. The new school board member shall have the opportunity to review all student and parent handbooks and rules and procedures relative to each school.
6. The new school board member shall be encouraged to schedule a meeting with the Coordinator of Title I programming to review the program and services.

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