

**SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081**

ORIENTATION OF NEW BOARD MEMBERS

The Springfield Board of Education wishes to make the best use of the transitional period between election and installation of new Board members provided by New Jersey statute. Therefore:

1. The School Business Administrator/Board Secretary shall invite all Board members-elect to all meetings of the Board.
2. The School Business Administrator/Board Secretary shall include all Board members-elect on the mailing list and send all preliminary materials for all public sessions, and for private sessions at the discretion of the Board.
3. Each Board member elect shall receive a copy of the policy manual, copies of NJSBA materials, as well as pertinent background information on current work and copies of minutes for the previous six months.
4. The Superintendent shall prepare materials to introduce Board members-elect to the operating procedures of the district and the details of the curriculum.
5. Sufficient monies shall be allocated to fund or reimburse Board members-elect for expenses incurred by them in attending orientation sessions presented by NJSBA and/or the County Office or other arm of the State Department of Education, in accordance with state law or Board Bylaws concerning Remuneration and Reimbursement.
6. The orientation process does not permit the right to vote until installation; however, Board members-elect may be allowed to participate in all discussions in public sessions, but in private sessions only at Board discretion.
7. The above shall apply only to new Board members-elect.

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 new and existing 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 opportunities for Members to broaden their understanding of their responsibilities, and to keep up to date on educational issues.

The Board of Education believes that the preparation of each Board Member for the performance of Board duties is essential to the effectiveness of the Board's functioning. Therefore, the Board recommends that, in addition to sending the mandated delegate to the New Jersey School Boards Association's Delegate Assemblies, the Board also send representatives to other educational conferences, workshops, conventions and seminars. The Board Secretary shall prepare a list of available events for district Board Members, to aid them in preparing their choices for possible attendance.

A report shall be presented to the Board Secretary or at a Board meeting within one month of the event. The same regulations regarding travel arrangements and reimbursements developed for other district-paid events shall apply.

Legal References:

N.J.S.A. 18A:6-45 through –50 New Jersey School Boards Association established ...
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 Evaluation of superintendents; school board training program
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:28-1.2 Definitions
N.J.A.C. 6A:28-1.6 Board member training
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)

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

Approved: August 28, 1989

Revised: December 16, 1991

Revised: June 30, 1997

Revised: May 5, 2008