

0144 BOARD MEMBER ORIENTATION

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

The Board directs that each new member receive access to and/or a copy of the Board of Education Bylaw and Policy Manual.

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 School Business Administrator/Board Secretary.

Within the first ninety days of a new Board member's first term, the Board member shall complete a training program to be prepared and offered by the New Jersey School Boards Association. The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33.

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.



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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.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under N.J.S.A. 18A:37-13 et seq. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

In keeping with its stated position on the need for continuing in service training and development for its members, the Board encourages the participation of all members at appropriate school Board conferences, workshops, and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The School Business Administrator/Board Secretary shall keep the Board informed of conferences, conventions, and workshops on a timely basis. Members who wish to attend a given conference, workshop, or convention shall inform the School Business Administrator/Board Secretary who will incorporate such requests in the next meeting agenda.
2. Attendance of Board members at conferences, conventions, and workshops shall be approved in advance by roll call majority vote of the full Board membership. In general any Board members shall be eligible to attend except that:
 - a. A Board member who lost re election or who opted not to run for re election may not attend at Board expense following the date of an election;
 - b. Overnight conferences, conventions, or workshops may be attended only by Board members who have attended eighty percent or more of the regular monthly meetings and workshop sessions during the most recent twelve calendar months, or since initial



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election or appointment to the Board, whichever is less. Exceptions to this rule may be granted by majority vote of the full Board membership when unusual or mitigating circumstances exist.

e. When funds are limited, the Board President shall designate which of the eligible Board members will represent the Board at a conference, convention, or workshop.

3. Reimbursement to Board members for travel and related expenses shall be in accordance with Bylaw 0147. Whenever possible, the School Business Administrator/Board Secretary shall arrange travel, lodging, and registration in advance and shall arrange to pre pay those expenses or having billings transmitted to the Board office.

4. Funds shall be budgeted annually for Board participation in a variety of local, state and national conventions, conferences, and workshops.

5. When attendance by the full Board is not possible, those who participate in a conference, convention, or workshop are encouraged to share information, recommendations, and materials acquired. The School Business Administrator/Board Secretary shall assist in the duplication of materials and reports to be shared among members of the Board.

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 budgeted to send newly elected or appointed Board members to N.J.S.B.A. 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.

In-service Development

Each newly elected or appointed 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.

Board Member Development Opportunities

Development shall be considered as an ongoing process for all Board members, and may include such activities as those listed below:

1. Attendance at school Board and other conferences and conventions on a local, state, and national level.
2. Exchange of ideas through joint meeting with the neighboring school boards.



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Attendance at the National Convention shall be governed by the following:

1. Prior to the registration deadline, the Board shall determine the number of members to be permitted to attend. No more than three members should attend each year.
2. Board members beginning their second year of service shall be given priority should they desire to attend.
3. All Board members attending must be conscientious and attend as many of the planned meeting sessions as possible.
4. All Board member expenses shall be reimbursable in accordance with policy.

Expense Reimbursement

1. Upon return, attendees shall share information and materials acquired with the entire Board and provide a report as required by Bylaw 0147.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.
N.J.A.C. 6A:28-4.1

Adopted: 9 April 2009
2nd Reading: 4 May 2023

