

NEW BOARD MEMBER ORIENTATION

The Board of Education is responsible for training its new members. New Members to the Board of Education shall attend a District New Member Orientation within six (6) months of joining the Board. The orientation may be divided into multiple sessions. The Superintendent shall coordinate the training sessions with the appropriate District staff. Additionally, new Board members must attend State-mandated training sessions within the time periods as defined by current rules and regulations.

The Board of Education shall also offer an Overview of Board of Education Service to anyone interested in serving on the Board. This session is recommended, but not required, for any prospective Board of Education members. All prospective members will be notified of this opportunity.

The Superintendent, or designee, shall work with the Board of Education to develop the content of both the New Member Orientation and the Overview of Board Service session. The Board Orientation may be divided into multiple sessions. Training shall be reviewed on a yearly basis and updated as needed.

Revised: March 16, 2010

NEW BOARD MEMBER ORIENTATION & TRAINING**Presenters:**

- Superintendent of Schools
- President, Board of Education
- Assistant Superintendent for Instruction
- Assistant Superintendent for Management Services & Strategic Planning
- Director of Human Resources, Safe Schools & Information Technology
- Information Technology Representative
- Pupil Personnel Services Representative
- Transportation Services Representative
- Operations & Maintenance Representative

Training and Meetings:

Orientation meetings will be scheduled over a four (4) to six (6) month time period in coordination with the new Board member(s). Information is organized in modules, but may be changed or combined according to the availability of new Board members.

Module #1 – Introduction

- Identification
- BOE Meeting Schedules/Attendance
- BOE Committee Structure/Meetings
- Board Bulletin Sent on Friday
- Location for Delivery (if you are not home)
- New York State Mandated Training
- Confidentiality of BOE Materials
- Electronic Access to BOE Materials and Information – User ID/Password
- Role of the Board of Education
- Role of the Superintendent
- Role of the Assistant Superintendent for Instruction
- Role of the Assistant Superintendent for Management Services & Strategic Planning
- District Legal Services, Attorney, School Physician Services

Module #2 – Roles & Responsibilities

- Human Resources Overview/Operations
 - Recruitment Process
 - Regular Substitute Appointment
 - Long Term Replacement (LTR)
 - Probationary Appointments
 - On-Line Application System (OLAS)
 - Tenure

- Information Technology Overview/ Computer Operations
 - Wide Area Network/Local Area Network
 - Internet
 - Software Capabilities
 - Payroll
 - Accounting
 - Student Scheduling
 - Academic/Cohort Tracking
 - Attendance
 - Census
 - Data Downloads To RIC/SED

- Pupil Personnel Services Overview/Operations
 - Special Education – District Plan
 - Placements – District/Non-District
 - IEP – Board Review

Module #3 – Academic Achievement Program/Overview

- NYS Report Card – South Colonie Results
- Testing – Standardized/Growth Assessments
- SAT and ACT
- Regents/Advanced Regents
- Ongoing Academic Initiatives
- Articulation Agreements and Partnerships
- Program Offerings at South Colonie
- Vocational School Programming – BOCES
- Special Needs Programming - BOCES

Module #4 – Overview of Operations & Maintenance/Transportation

- Operations & Maintenance Department
 - Facility Inspections – “running list”
 - Five-Year Plan
 - Inspections
 - Overview of Facility Inspection and Overall Conditions

- Transportation Department
 - Overview of Services/Routes
 - Bus Replacement Cycle
 - Safety Regulations and Operating Procedures

- Schedule Facility Tours, if desired

Module #5 – Budget Review Process & Negotiations

- Budget Review Schedules/Process
- Negotiations
 - South Colonie Teachers Association (SCTA)
 - Teaching Assistants (SCTA)
 - District Office Administrators
 - South Colonie Administrators Association (SCAA)
 - Support Supervisors & Technicians Association
 - Civil Service Employees Association (CSEA)
 - School Monitors (Teamsters Local 294)
 - School Alliance of Substitutes in Education (SASIE)
 - United Public Service Employees Union (UPSEU)
 - Confidential Employees of the District Office

Materials Distributed to New Board Member

- Job Descriptions
 - Superintendent of Schools
 - Assistant Superintendent for Instruction
 - Assistant Superintendent for Management Services & Strategic Planning
 - Director of Human Resources, Safe Schools & Information Technology
- Tenure Procedures
- Teacher Evaluation Forms
- Superintendent's Evaluation Forms
- Superintendent's Contract
- Contracts
 - South Colonie Teachers Association (SCTA)
 - Teaching Assistants (SCTA)
 - District Office Administrators
 - South Colonie Administrators Association (SCAA)
 - Support Supervisors & Technicians Association
 - Civil Service Employees Association (CSEA)
 - School Monitors (Teamsters Local 294)
 - School Alliance of Substitutes in Education (SASIE)
 - United Public Service Employees (UPSE)
 - Confidential Employees of District Office
- Board Policy Manual
- District Plan for Special Education
- Budget Development Calendar

INTERESTED CANDIDATES FOR BOARD OF EDUCATION SEATS

Discussion/Talking Points

- Length of Term
- Typical Time Commitment
 - Member
 - Officer
- Board of Education Committee Structure
- Review of District Communications
- New York State Mandated Training
 - Six-hour training on fiscal oversight, accountability, and fiduciary responsibilities must be taken within the first year of term.
- Professional Conferences/Opportunities
- Regional Workshops/Opportunities
- District Information/Website/Academic Reports

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