

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53  
Burnham – Detroit – Pittsfield**

**New Board Member Orientation**

1. The board and staff will assist the new member to become fully informed about the board's functions, policies, procedures, and current issues. In the interim between appointment/election and actually assuming office, the new member will be invited to attend all meetings and functions of the board, with the exception of executive sessions, and is to receive all reports and communications normally sent to board members.
2. An informal orientation will be provided by the Superintendent and if possible, the Board Chair for all newly appointed/elected board members.
3. The Board, through the Superintendent, will provide new members with copies of appropriate publications, such as the Board policy manual, student handbook(s), collective bargaining agreements, and current budget documents.
4. The Superintendent will include the training packet and the requirements of Maine's Freedom of Access Law in the new board member's orientation packet which needs to be completed not later than the 120<sup>th</sup> day after the date of taking the oath of office. The Superintendent will provide new board members with information regarding other available training options. Each new Board member shall attest by means of a written or electronic record that he/she has completed the training and provide a copy of such record to the Superintendent's Office. To facilitate documentation of training, the Superintendent will provide new Board members with a copy of the State's sample Certification of Completion of Freedom of Access Training form.

Legal Reference: 1 M.R.S.A. § 412

Policy Reference: 2.21 Board Member Freedom of Access Training  
2.13 Board Member Authority and Duties

Adopted: December 6, 1993

Amended: January 5, 2004

Amended: December 1, 2008