



Chittenden Central Supervisory Union

CCSU Board Member Orientation and Continuing Education Policy B13

Chittenden Central Supervisory Union will provide for the orientation of new board members and opportunities for the continuing education of all new board members from both the supervisory union as well as the member districts' school boards.

New Board Member Orientation

Orientation shall occur annually as soon as is practical upon new members being seated. Orientation will be provided jointly by the Superintendent (or designee) and the board chair.

At this orientation, the Superintendent (or designee) will provide the new member with materials that cover the following:

1. **The Role of the Board:** This shall include but is not limited to the role and organization of school boards, the role of administration as well as the role of leadership within school systems generally.
2. **Codes and Standards:** This shall include but is not limited to the code of ethics, electronic communication standards and standards for school boards.
3. **Board Meeting Information:** This shall include but is not limited to the open meeting law, information on executive sessions, Robert's Rules, and tips for effective meetings.
4. **School Systems Information:** This shall include but is not limited to information on Vermont school governance and the Vermont Framework of Standards and Learning Opportunities.
5. **CCSU Documents and Information about CCSU:** This shall include but is not limited to the vision and mission statements, the Comprehensive Plan for Continuous Improvement (CPCI), a CCSU organization chart and an overview of CCSU.
6. **Legal Documents:** This shall include but is not limited to an overview of Title 16, supervisory union and local school board law, an NCLB facts sheet, and information on collective bargaining.
7. **Policies and Procedures:** This shall include but is not limited to an overview of CCSU policies and procedures, and access to all policies and procedures.
8. **Calendars:** This shall include but is not limited to school year and budget cycle calendars.
9. **Other Resources** as determined by CCSU administration or school boards.
10. An overview of the budget process and an overview of the annual report will also be provided to all new board members.

New board members will also be provided with an orientation from the Chair of their member school board. The Chair will meet with each new member and provide information on the local board's interests, history, operation and procedures, as well as information pertinent to that specific district and board.

New board members will be also be provided with the opportunity to and required to attend the:

- CCSU Board's orientation program for new board members; and
- Vermont School Boards' Association (VSBA) orientation & programs for new board members.

Board Member Continuing Education

CCSU will encourage and support Board members' efforts to remain knowledgeable about their roles and the issues with which they deal.

In order to better fulfill their duties and responsibilities, individual Board members should take advantage of opportunities to understand educational issues, school policies & programs, State Department of Education regulations & functions and legislative developments & activities. The Superintendent and Board Chair will be responsible for assuring leadership development opportunities are available to all members.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the Board, and funds for these purposes are available. Current school board members will be provided the opportunity and encouraged to attend the Vermont School Board Association's Fall Conference and trainings, as well as take advantage of all pertinent VSBA resources that may be available or relevant trainings (on line & in person) as they may arise.

A school board will, on a case-by-case basis, determine and/or limit the number of board members authorized to attend specific workshops and conventions where the board feels that the expense involved warrants such limitation. The board will then pay the necessary expenses of assigned board members attending those meetings and conventions.

Board members will report back to their respective board(s) with materials of interest gathered at the various meetings and workshops. The CCSU Superintendent or designee shall maintain up to date materials and resources for board members' orientation and professional development, and provide access to VSBA and NSBA continuing education materials. The CCSU and member district boards shall pay for all publications and other materials in the boards' library.

Adopted:

First Reading: September 22, 2008

Chittenden Central Supervisory Union