

**#9800****School Board Member Services**

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The Board may maintain memberships in the state and national school boards associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and district personnel.

The materials and benefits of institutional membership will be distributed and used to the best advantage of the Board and the staff.

Date of Adoption: 3/7/95

**#9810****New Board Member Orientation / Handbook**

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Because the Board, as the policy-making authority of the Madison Public Schools, is responsible to the public for the success of all educational services offered by the school system, and because that success is directly dependent upon each Board member's comprehension of the workings of the district's system wide operations and each member's ability to participate meaningfully in the decision-making process that governs this system, it shall be the policy of the Board to provide, as soon as practicable, for the orientation of new members. The purpose of the orientation is to help new members become quickly acquainted with their Board duties and responsibilities.

Orientation of new Board members will begin at the outset of their candidacy and follow through each step of the election process. Prior to the nomination, candidates will receive from the Board, upon the recommendation of the Superintendent and through the Public Information Department, a brief overview of the Madison Public Schools. They also will be informed of and given the opportunity to attend Board meetings and various other meetings being held throughout the school system.

Nominees will be placed on a mailing list to receive notices of Board and other meetings and summary reports of Board action. Nominees also will be informed that additional information pertinent to each Board agenda item is available to them through the school system's Public Information Department.

The third step of orientation will be carried out after the general election in November. The new members will continue to attend meetings throughout the system and will be notified of and given the opportunity to attend sessions of the Connecticut Association of Boards of Education. The new members will be invited to meet with the Superintendent and other administrative personnel to discuss services to be performed for the Board, and to give them the opportunity to request any other information they may deem desirable. Each new member also will receive an orientation packet from the Public Information Department as part of an orientation program conducted by the Public Information Department. The packet will include:

- a copy of the *Board's Policies, Rules and Regulations*;

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- a copy of the current school budget and the latest financial statement;
- information on school enrollments, proficiency standards for professional staff, transportation, buildings, and other items;
- information on the program of instruction;
- a copy of the annual district profile; and
- any other materials relevant to their duties and responsibilities as members of the Madison Public Schools Board of Education.

Date of Adoption: 1/3/95

**#9820****Board Member Development Opportunities**

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On an annual basis, the Board will consider a retreat involving teachers, administrators, classified staff, and Board members with the general purpose of improving the instructional program, and improving communications between the various constituencies of the school district.

The specific purposes for such a workshop shall be planned during the spring of the preceding year. These plans shall include the various objectives to be met and the anticipated cost of such a workshop. Issues to be considered at a retreat may include:

- improvement of general curriculum and instruction;
- improvement of communication skills, community relations and community services; and
- timely, special issues such as upcoming tax or bond elections, district unification, and accreditation.

Date of Adoption: 1/3/95

**#9830****Board Facilities and Services**

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**Resource Material For Board Room**

In the interest of having current information more readily available for Board Meetings, the following material should be kept on hand in the Board Room:

- *Robert's Rules of Order, Revised;*
- up-to-date Policy Book;
- complete set of Minutes
- school Act and Regulations
- educational Policies Reference Manual
- N.S.B.A. Policy Manuals;
- any other material designated by the Board

For purposes of records storage, study, meeting preparation, and other related needs, space will be reserved at the administration building for the use of Board of Education members.

In addition to all official Board correspondence and reports being provided through the office of the Superintendent of Schools, clerical services will be made available to Board members upon request. Administrative assistance also will be available to Board members. All such services and assistance will be coordinated by the Superintendent.

Date of Adoption: 3/7/95