

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 100-3
Subject:	ORIENTATION PROCEDURES FOR BOARD OF EDUCATION CANDIDATES	Date of Issue: 9/11/02
Preparing Office:	Office of the Superintendent	Amended: 9/12/07

I. Policy 100.9

II. Procedures

A. Orientation Procedures

1. Orientation for Candidates

The superintendent will schedule one or more meetings open to all board of education candidates to help the candidates learn about Frederick County Public Schools. Topics to be discussed at the meetings may include such topics as operational and capital budgets, curriculum, federal and state legal requirements, and BOE policy and administrative regulations. After the filing deadline for the board of education election, the superintendent will contact all candidates in writing and will invite them to these meetings.

For the system, participants at the meetings shall include the superintendent and members of his staff that he or she deems necessary, and board of education members who are not current candidates. The meeting will be open to all candidates, including current board members who are current candidates, as well as interested members of the public. Members of the public may observe the meeting, but shall not participate, so that the time can be used to focus on the questions from the candidates.

The superintendent will provide each candidate with a copy of the Board of Education's *Handbook for Citizen Involvement*. This document will answer many questions and provide a basis to ask additional questions based on current Board operations.

2. Orientation of the Student Member to the Board of Education

The student member is selected on a different schedule. After the Frederick County Association of Student Councils selects the student member, the superintendent and the board president shall welcome and meet with the student member. The administrative director will provide information to the student member similar to the information provided to the elected members.

B. After the Election, Prior to Taking Office

Because there is a gap between the date of the election and the commencement of the new term of office, the administrative director will invite the newly elected members to attend all public meetings of the board of education during this period. The newly elected members are encouraged to attend as many meetings as possible so that they will be familiar with the issues upon taking office.

The continuing board members are encouraged to call the new board members to welcome them aboard the team. The superintendent will call the newly elected members and invite them to a meeting. This meeting will provide time for informal discussion with the superintendent.

The administrative director of the board will also meet with each new member and provide information regarding board operations, including information such as expense accounts and salary administration, use of email and other correspondence, parking, and meeting dates and times.

Much information about the school system, including board policies and administrative procedures of the superintendent, is accessed through the FCPS web site. The administrative director will help the newly elected members access this information. Some information is not available electronically, and the administrative director will provide hard copies of such information, on request, including the following items:

1. Master plans – education programs, facilities, maintenance
2. Current and previous operating and capital budgets
3. Collective bargaining agreements
4. Current audit reports
5. *Calendar Handbook* and fact sheet
6. Staff directory

The administrative director will coordinate obtaining photographs and personal information required for each new member, and will serve as a central source of information for other requests from the new members. If they have not already done so, the newly elected members are encouraged to review the Citizen's Handbook.

The president will offer to meet individually with each new member prior to their first official board meeting in December. The president will review the duties and responsibilities of the board of education with the new members at this time.

C. The First Official Meeting

Maryland law specifies that the new members take office the first Tuesday of December. The administrative director will schedule a swearing in ceremony for the new members. The swearing in will coincide with the first meeting in December, if possible.

Maryland law also specifies that the board of education must elect officers at the first meeting in December.

D. Ongoing Information Needs

The new member is encouraged to seek information and the administrative director can usually obtain answers or direct the new member accordingly. The new member is also welcome to seek information from other board members being mindful not to discuss matters of public concern, which could be subject to Open Meetings laws. The new member may also meet with and ask questions of the superintendent but should refrain from asking the superintendent for extensive amounts of information without first clearing the request with the board at a meeting. There is time set aside at each meeting for the board to discuss new topics, and the new member is welcome to raise any issues at that time. All members should refrain from asking staff for extensive information. The staff will prepare reports and obtain such information upon direction from the superintendent or a board committee.

The Board of Education of Frederick County is a member of the Maryland Association of Boards of Education and the National School Boards Association. New members are encouraged to attend training offered by these organizations. The administrative director will provide information about upcoming training opportunities.

Approved:

Original signed by

Linda D. Burgee
Superintendent