

**BOARD OF EDUCATION
NEW MEMBERS**

It is the policy of the Holdenville Board of Education that when new members are chosen to the board of education, a special effort shall be made on the part of the other members and of the superintendent to familiarize the new member with the responsibilities of the office. Each new member will be advised of the required state workshops for new board members.

New members who are unable to attend the mandatory workshop are required to attend at least 20 hours of other workshops to be presented by those entities approved by the State Department of Education. The twenty hours must be completed within the first 13 months of the board member's tenure. Upon completion of either the new members' workshop or 20 hours of other workshops, an appropriate certificate of completion will be issued and the award of the certificate will be noted in the board minutes.

A new member, or any person designated for appointment as a new member of the board, is to be afforded the board's and staff's fullest measures of courtesy and cooperation. Board members and staff shall make every feasible effort to assist the new member to become fully informed about the board's functions, policies, and procedures.

1. The new member is to be provided with copies of all appropriate publications and aids, including the board policy manual and publications of the state and national school boards association.
2. The board president and members of the administrative staff will also confer with the new member as necessary on special problems or concerns.
3. The new member should become familiar with the policy manual and, if available, the state school law book, as soon as possible after the election.

REFERENCE: 70 O.S. § 5-110

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