

## **ORIENTATION FOR NEW BOARD MEMBERS**

Whenever a new Monterey County Board of Education (County Board) member, through election or appointment joins the County Board, plans shall be made for a formal orientation program for him or her. The County Board president shall appoint an ad hoc Board Orientation Committee consisting of two County Board members, who shall carry out the orientation program. The County Board Committee shall provide information to incoming County Board members to assist them in understanding the County Board's functions, policies, procedures, protocols, and agreed-upon standards of conduct.

The Monterey County Superintendent of Schools (County Superintendent) is invited to participate as a member of the committee to provide general information about Monterey County Office of Education (MCOE) programs and operations. The County Superintendent may also want to provide incoming County Board members with additional background and information regarding the MCOE's vision and goals, operations, and current challenges in areas that include, but are not limited to, student achievement, finances, facilities, and policy.

The emphasis of the orientation program shall cover at least the following:

1. Overview of State Educational Structure
  - (a) Role and authority of the State Board of Education
  - (b) Role and authority of the State Department of Education and the State Superintendent of Instruction
2. Overview of Monterey County School Structure
  - (a) 24 districts and a number of charter schools
  - (b) 2 of the 24 districts are "basic aid" districts that receive their primary income from local real estate taxes
3. Role and authority of the County Board [Education Code (E.C.) 1040 *et al.*; Board Bylaw (BB) 9000; 9001; 9200]. Additionally:
  - (a) Budgets [Board Policy (BP) 3105]
  - (b) Charter School oversight [BP 0420.4]
  - (c) Student appeals [BP 5117; 5144.3]
  - (d) Setting the County Superintendent's salary and benefits [BP 2121]
4. Role and authority of the County Superintendent. [E.C. 1240; BB 2110]
5. Importance of County Board-County Superintendent Relationship.

6. Review the organizational chart in describing the services and programs of MCOE.
7. The mission, vision and core values of MCOE.
8. Board Code of Ethics and Conflict of Interest Code. [BB 9005.3; 9005.5; BP 4010]
9. Importance of Board Policies, Bylaws, and Administrative Regulations. [BB 9311]
10. Public Meeting Conduct, Governance and Protocols. [BB 9320; 9323; 9005; 9322.5]
  - (a) Importance of the Open Meetings Law (Brown Act)
  - (b) Robert's Rules of Parliamentary Procedures in the conduct of public meetings.
11. County Board's function as the County Committee on School District Organization. [BP 1500]
12. Discussion of California School Board Association's "Masters in Governance" program, "New Board Member Orientation" program, and California County Boards of Education's "New Board Member Training".

*Legal Reference:*

*BOARD POLICIES and BYLAWS*

<i>BP 0420.4</i>	<i>Charter Schools</i>
<i>BP 1500</i>	<i>County Committee on School District Organization</i>
<i>BP 2110</i>	<i>Duties of the County Superintendent of Schools Related to the County Board</i>
<i>BP 2121</i>	<i>Setting the County Superintendent's Salary</i>
<i>BP 3105</i>	<i>Review and Monitoring of County Office of Education Finances</i>
<i>BP 4010</i>	<i>Conflict of Interest</i>
<i>BP 5117</i>	<i>Interdistrict Attendance Appeals</i>
<i>BP 5144.3</i>	<i>Pupil Expulsion Appeals</i>
<i>BB 9000</i>	<i>Role of the Board</i>
<i>BB 9001</i>	<i>Source of Board's Authority</i>
<i>BB 9005</i>	<i>Governance Standards</i>
<i>BB 9005.3</i>	<i>Principles of Ethics</i>
<i>BB 9005.5</i>	<i>Code of Ethics</i>
<i>BB 9200</i>	<i>Limits of County Board Member Authority</i>
<i>BB 9320</i>	<i>Regular Meetings</i>
<i>BB 9322.5</i>	<i>Board Protocols</i>
<i>BB 9323</i>	<i>Conducting County Board Meetings in Public</i>

*EDUCATION CODE*

*1040 et al. Duties of Boards*

*1240 Duties of County Superintendent of Schools*

*GOVERNMENT CODE*

*54950-54963 The Ralph M. Brown Act, especially*

*54952.1 Member of a legislative body*

*54952.7 Copies of Brown Act*

Adopted: 3/03/99

Revised: 11/06/02; 9/20/06; 04/06/16