

NEW BOARD MEMBER ORIENTATION

The Board and administrative staff will make every effort to assist new Board members in becoming fully informed about the function, policies, procedures and concerns of the Board.

- a. New Board members shall be given any materials available relating to Board member powers and duties.
- b. The district administrator shall supply materials pertinent to meetings and shall explain their use.
- c. New Board members shall be invited to meet with the district administrator and the board president to discuss Board and administrative responsibilities. Some of the specific responsibilities are as follows:
 - 1) Board Responsibilities - Policy Making, Designating Chief Executive, Planning, Goal Setting and Appraisal, Financial Resources, Staffing and Appraisal, Instruction, School Facilities, Students, Public Relations, Adjudication and Investigation; and General
 - 2) Board/Administrator Relationship
 - 3) Board Meeting Time Sheet
 - 4) Travel Expense Sheet
 - 5) Board Goals (Past/Current/Future)
 - 6) Closed Session (Confidentiality)
 - 7) Robert's Rules of Order
- d. A copy of the board's policy manual and district strategic plan shall be given to each new Board member.
- e. New Board members shall be encouraged to attend in-service sessions for new Board members conducted by the Wisconsin Association of School Boards.

