**WALWORTH POLICY 162**

**NEW BOARD MEMBER ORIENTATION**

Recognizing the importance of effectively and efficiently orienting new school board members, the Walworth Joint School District #1 has developed an orientation procedure to be used as each new member joins the Board of Education. The District Administrator and Board President are responsible for seeing that the procedure is followed and completed in a timely fashion.

The Board of Education and administrative staff will assist each new member in understanding the functions, duties, policies, procedures and practices of the Board. The District Administrator and/or Board President shall:

1. Meet with the new Board member to discuss the District Administrator’s relationship to the Board, the educational philosophy of the district and details of the operation of the school district.
2. Review with the new Board member the Board meeting agenda, including background materials and procedures used at the Board meetings.
3. Explain what materials are available to Board members, and procedures for obtaining information from the District Administrator. New Board members will receive a copy of all 100-series policies.
4. Discuss the internal operations of the Board including:
   1. how to plan an item on the agenda;
   2. how to call a special meeting;
   3. the use of legal services; and
   4. the use of the secretarial staff.
5. Explain the function and services of the Wisconsin Association of School Boards (WASB) and Cooperative Educational Service Agency (CESA).
6. Familiarize the new Board members with his/her general duties and responsibilities as well as a Board Member’s Code of Ethics.
7. Discuss the preparation process of the annual budget, the development of the monthly financial reports and the district’s purchasing procedures.
8. Brief the new Board member on the status of the current negotiations, district staffing needs and procedures for handling public complaints about district personnel.
9. Discuss the district’s curriculum development and review of academic support.
10. Discuss the district’s non-academic services.

Beyond this, the new Board member is responsible to take the initiative in seeking out further Information he/she may need.

The Walworth Jt. District #1 shall not discriminate in standards and rules of behavior, including student harassment, on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

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