**Orienting New Board Members**

**Orientation of Board of Education Members**

The members of the Board of Education and the administrative staff shall assist each new Board member to become familiar with and to understand the Board of Education’s functions, policies, procedures, and operation of the school district as soon as possible after the new member has been sworn in.

1. The Board member shall attend a “legal” orientation conducted by the Board’s attorney, or similar, if possible before his/her first regular Board of Education meeting.
2. The Board member shall be provided access to the following: policy manual, current district budget, minutes of all meetings from the prior six months (including subcommittee meetings), copies of all current contracts with employee groups, student handbook, staff handbook, transportation handbook, and the athletic coaches’ handbook.
3. The Board member shall be afforded the opportunity to meet with the Superintendent, the Principals of the elementary school and the middle school, the Director of Student Services, the Business Manager, and the Facilities Manager.
4. The Board Chairperson or designee shall arrange a meeting with the new Board member for the purpose of explaining and answering questions about Board processes and procedures, including Robert’s Rules, and how meetings are conducted.
5. The Board Chairperson shall contact the new Board member to discuss the assignment of a mutually agreed upon veteran Board member to serve as a mentor.

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