

**SERIES 100  
BOARD OF EDUCATION**

162

**NEW BOARD MEMBER ORIENTATION**

The Board of Education and the administrative staff shall assist each new member-elect to understand the Board's functions, policies and procedures before he/she takes office. Individuals appointed to the Board shall be assisted in a similar way as soon as possible after their appointment.

**Officially Recognized Candidates**

The District Administrator shall assist each candidate for a Board position in becoming familiar with the Board's functions, policies and procedures prior to election or appointment. The candidate shall be invited to meet with the District Administrator to review the district's education philosophy and objectives for accomplishing the district's state mission. A packet shall be made available for review and shall include, but not be limited to, samples of policies, administrative procedures and exhibits, the last annual report, meeting agendas and board meeting minutes.

In order to assist new board members in the performance of their role, these procedures will be followed:

1. In the interim between appointment and actually assuming office, the new member will be invited to attend all open session meetings and functions of the Board, and will receive reports and communications normally sent to Board members minus closed session materials and administrator briefings.
2. Appointments with selected administrative personnel shall be arranged by the District Administrator upon request of the new member to discuss specific functions and concerns at different levels of operation.
3. Legal briefing, including: open meeting law, walking quorum, email, use of WASB legal services and appropriate procedures to use district legal counsel.

The Board president and members of the administrative staff will also confer with the new member as necessary on special problems or concerns.

Legal References:     Sections 120.13(16) Wisconsin Statutes  
                              120.13(32)

Cross Reference:     164, Board Member Compensation and Expenses

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Date of Revision:    March 20, 2013