

School District of Hortonville

Title: New Board Orientation

Date Adopted: 9/10/96

Policy No. 2022

Date Revised: 2/10/97

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POLICY STATEMENT:

A new member -- or any person designated for appointment as a new member of the Board -- is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every effort to assist the new member to become fully informed about the Board's function, policies, procedures and problems.

RATIONALE:

New Board of Education members who just recently took office may find it helpful to do some study on their own to better prepare themselves for their new responsibilities.

SCOPE: Board of Education members

RESPONSIBILITY: Compliance with this policy shall be the responsibility of the Board President.

IMPLEMENTATION:

In the interim between election and actually assuming office, the new member will be invited to attend all meetings and functions of the Board, including Executive Sessions as observers, and is to receive all reports and communications normally sent to Board members.

The District Administrator and Board President will hold an orientation meeting with new Board members to review orientating responsibilities, the Board's method of operating and school district policies and issues.

The new member is to be provided with copies of all appropriate publications and aids, including the Board Policy Manual and publications of the state and national school boards associations.

New Board of Education members are encouraged to attend inservice meetings such as the Drive-In Session for New and Experienced Board Members sponsored by the Wisconsin Association of School Boards.

School Community Relationships and General Responsibilities (District Administrator)

1. A copy of the School District of Hortonville Policy Manual.
2. Minutes from past Board meetings.
3. An explanation of school board organizations (officers, standing and special committees, and so forth).
4. A description of the geographic limits and attendance areas of the District.
5. An explanation of how school buildings are used after school hours by the community (Use of Facilities Policy #8001).
6. An explanation of the legal status, activities and interests of education-oriented community groups such as P.T.O.
7. A copy of the Annual Report.

President

Willard Guesbach

Date

2/10/97

Clerk

Sharon Jones

Date

2/10/97

School Business and Management (District Administrator/Director of Business Services)

9. A copy of the District's budget. Explanation of how, when and by who it is prepared; how educational needs are translated into a dollars and cents plan; where money goes.
10. The per pupil cost of school operations.
11. An explanation of the recent history of local taxes (Annual Report).
12. A listing of the existing indebtedness of the District and when various building debts will expire (Annual Report).
13. An explanation of fund accounting ("Changes and Challenges").
14. An explanation of applicable federal and state aid to education programs.
15. An explanation of the District's insurance program/casualty and other policies.

School Curriculum and Instruction (District Administrator/Director of Curriculum/Principals)

16. An explanation of the District's overall curriculum program; business, technical and academic courses available to students.
17. An explanation of the educational organization of the District, including student groups, departmentalization, team teaching, non-grading classes.
18. An explanation of how elementary and secondary curricula are coordinated.
19. An explanation of standardized testing and utilization of test results.
20. An explanation of local student achievement and how it compares with that of other districts and with state and national scores (Annual Report).
21. Documents showing current enrollment and pupil population trends.
22. Documents showing teacher-pupil ratio and median class size.
23. An explanation of the District's program for exceptional children; those with higher or lower than normal mentality, impaired sight or hearing, emotional, neurological or other problems (EEN Handbook).
24. An explanation of how federal impact aid affects educational projects and purchasing.
25. A description of libraries and instructional material centers.
26. A statement of the Board's philosophy regarding athletics in the District; the level of student participation in varsity and intramural sports program and a listing of extra-curricular activities available to students.

Administration and Instructional Staff (District Administrator)

27. A chart of the District's organization of Administrative Staff.
28. A description of staff recruitment procedures.
29. A copy of the collective bargaining agreements including salary schedules and fringe benefits programs.
30. An explanation of collective bargaining, the hows and whys of negotiations.

School District Facilities (General)

31. A list showing the number and location of buildings and property owned or operated by the District.
32. An explanation of any construction projects contemplated.
33. A description of the District's building maintenance program.
34. An explanation of the student transportation system.
35. An explanation of the District's Food Service program.

Inservice Training

36. New Board members are encouraged to attend the annual WASB inservice for new members and are also expected to meet with the District Administrator to review school policies and procedures.
37. All School Board members should attend at least one out-of-district meeting per year. An effort shall be made by each Board member to attend the Annual State School Board Convention at least once in their three year term. Once every seven years, the members are urged to attend a national convention, except the last term of office. As a general rule, members in the last year of a term are not encouraged to attend a national convention unless unopposed and/or encouraged by the Board President.

38. A member must indicate his/her desire to attend an out-of-district meeting of the Board. A majority vote of the members present at a regular Board meeting is necessary for approval of the out-of-district meeting request. The attendees at out-of-district meetings are obligated to take notes and gather as much printed information as possible. The School Board Clerk will keep a record of the attendance of these meetings.
39. A written and/or oral report must be made to the Board about the out-of-district meeting as part of the regular Agenda. Other meetings may be scheduled for staff and community when the topic furthers communication.

ASSOCIATED INFORMATION: