

MONONA GROVE SCHOOL DISTRICT

Board Policy 162

SCHOOL BOARD MEMBER ORIENTATION

The School Board and administrative staff shall make every effort to assist Board members in becoming fully informed about the functions, policies, procedures and current issues of the Board and the District. Orientation provides information about the functions and concerns of the Board and the policies and procedures of the District. The Superintendent shall take lead responsibility for orientation of School Board members. The orientation for Board members shall include:

- An individual meeting with the Superintendent
- An individual meeting with the current Board President
- A joint meeting with the Superintendent and Board President
- An individual meeting with the Chair of each standing committee
- Appointments with selected administrative personnel shall be arranged by the Superintendent/designee upon request of the member to discuss specific functions and concerns at different levels of operation

Board members shall be given policies that detail Board member powers, duties and legal responsibilities. Documents shall be assembled to provide relevant information including but not limited to:

- Series 100: Board of Education
- Open meeting law information
- Public records law information
- E-mail set up and training
- Payroll setup
- Personnel directory
- WASB membership enrollment/publication selections
- DPI Administrative Rule, Chapter PI 8, School District Standards
- Wisconsin Statutes, Chapter 120
- Robert's Rules of Order

Board members shall be encouraged to attend in service sessions for Board members conducted by the Wisconsin Association of School Boards.

In the interim between election and actual assumption of office, Board members will receive reports and communications normally sent to Board members minus closed session materials.

LEGAL REFERENCE: Section 120.13(32) Wisconsin Statutes
CROSS REFERENCE: Board Policy 671.2, Expense Reimbursements
BOARD APPROVAL: February 13, 2008