

## **School Board**

### **New Board Member Orientation**

The orientation of a new Board member should be the joint effort of the Superintendent, the Board President, the other Board members and the new Board member. Orientation to the position is a vital requirement for effective Board membership and should be an ongoing process for all Board members.

Within two weeks of the election or appointment of a new Board member, the Superintendent (or his/her designee) will provide the new member with the following:

1. An updated copy of the Board policy manual
2. A copy of the Illinois School Code
3. A copy of all current collective bargaining agreements
4. An organizational chart of the Administration, with duties/.job descriptions
5. A copy of The Effective School Board Member
6. A district map with school boundaries

Within the same period of time, the Superintendent will meet with the new Board member to inform him/her of any impending litigation or other pertinent issues within the district.

In addition, the Superintendent (or his/her designee) will arrange training meetings with appropriate personnel in order that the format of the budget and other reports can be fully explained to the new Board member. Training on the use of various web sites and the Internet is recommended as well. (A list of informative web sites will be provided.)

New Board members also will be responsible for attending workshops for new Board members conducted by the Illinois School Board Association, as well as meetings of the National School Board Association and other such organizations. Workshops on school financing and school law should be attended within a year of appointment or election.

Further, new Board members will be provided with any other materials that will acquaint them with the powers and duties of the Board of Education and the operation of the district.

Adopted: 12/13/00