



Board of Education Onboarding and Orientation

This document outlines the onboarding process for new Board of Education members, organized by month (June to October). The onboarding process ensures consistent orientation for new members, fostering immediate engagement and providing seamless access to essential resources. By standardizing this transition, the district maintains operational continuity and preserves critical institutional knowledge. This structured approach helps new Board members quickly understand their roles, the district's strategic priorities, and the foundational policies governing Westside Community Schools.

BOE Shared Google Drive

The shared drive creates a single, organized and secure hub for all documents that board members can access at any time. There are two primary folders that are maintained by the superintendent's office to ensure consistency.

1) Board Meeting Folders

- A single document folder is created by the superintendent's office for every Board of Education Meeting.
- The final document folder and agenda for each board meeting is shared simultaneously with all members of the Board of Education at least 48 hours prior to the date of the board meeting.
- Board meeting documents and the agenda are also made available to the public on the district website.

2) Board Reference Folders

- Reference folders for district departments and services offer a high-level overview and provide district office level contact information.

Board Policies

Board policies govern the work of the Board and the District and are intended to:

1. Formalize the goals and long-term objectives of the District;
2. Provide District administrators and staff with guidance in making decisions that affect students, employees and patrons of the District;
3. Inform the public of the manner that the Board and District will conduct its business and its relationships with staff, students, parents and patrons;
4. Clarify and promulgate an effective and efficient school system;
5. Provide for the operation of the school district; and
6. Set forth compliance with applicable legal requirements.

Board policies are numbered and categorized by topic in the following manner:

1. # 1000's = Board of Education
2. # 2000's = Administration
3. # 3000's = Business
4. # 4000's = Personnel
5. # 5000's = Students
6. # 6000's = Instruction
7. # 7000's = Community Relations

A searchable policy database is located on the district website: [**WCS Board Policies**](#)

NEW BOARD MEMBER TRAINING MODULE

1. June (Onboarding)
2. July (Orientation)
3. August (Engagement)
4. September (Advanced Context)
5. October (Student Board Connection cohort)

MODULE 1: June Onboarding

Objective: Complete foundational setup and provide initial resources.

Attendance: Superintendent, new Board member(s), senior leadership team member, and 1 returning Board member.

Task	Details	Responsible	Resource
Welcome Call	The Board President calls the new member(s) to provide wayfinding on onboarding and orientation plans.	Board President	
Intro Email	Include key contacts	Superintendent's Office	
Account Setup	District email, device configuration	District IT	
Google Calendar Invites	Board meetings, subcommittees, retreats, ongoing events (as requested)	Superintendent's Office	
Add new member(s) to Shared Drive	Access to the shared Google Drive	Superintendent's Office	Board Reference Folders Board Meeting Folders
Guide to Board Service	Responsibilities of board service	Superintendent's Office	Guide to Board Service
Explanation of Authority & Responsibilities	Board, superintendent, administrators, and individual Board members	Superintendent's Office	
BOE Sub-Committees & Partner Schools	Assign and communicate expectations	Board President	BOE Committee and Terms Spreadsheet

MODULE 2: July Orientation

Objective: Deliver foundational learning and recorded training.

Attendance: Superintendent, new Board member(s), senior leadership team member, and 1 returning Board member.

Task	Details	Responsible
Board 101 Session	Governance vs management, legal responsibilities, Open Meetings Act, closed sessions	Superintendent / Legal Counsel
Operational Walkthrough	Packet creation, info requests, meeting prep, agenda process, motion sheet, Open Meetings Act	Admin
Media & Communication Guidance	Best practices	Communications Team
Superintendent Briefing	Strategic priorities, academic overview, demographics, safety	Superintendent
Update NASB Portal	Add new Board member's name and contact info	Superintendent's Office
Board Philosophy	"You don't have to be at everything." Board representation - the why	Board President

30-Day Check-In: Confirm understanding of orientation materials, answer questions, and clarify expectations.

MODULE 3: August Engagement & Hands-On Learning

Objective: Build relationships and practical experience.

Attendance: Superintendent, new Board member(s), senior leadership team member, and 1 returning Board member.

Task	Details	Responsible
Meet-and-Greets	Superintendent, senior admin team, Foundation, principals, CFO, legal counsel, lobbyist	Superintendent's Office
Facility Tours	All schools and district facilities (with August teacher tours)	Admin
Finance Deep Dive	Levies, budget cycle, revenue streams	District Officer of Finance
Mapped Resources		
• <u>WE-SIDE</u>		
• <u>Grow Our Own Program</u>		

60-Day Check-In: Assess comfort with meetings, committee work, and liaison school startup.

MODULE 4: September Advanced Context & External Connections

Objective: Deepen skills and external engagement.

Attendance: Superintendent, new Board member(s), senior leadership team member, and 1 returning Board member.

Task	Details	Responsible	Resource
NASB Training	New Board member training	Superintendent's Office	NASB
External Engagement	Lobbyist, state senators, state Board rep	Superintendent's Office	
Superintendent Evaluations	Danielson Model	Board President	

Mapped Resources

- Cyber Incident Response Plan
- Policy 6320 is reviewed annually by the Board of Education (LB-71)
 - Policy 6320 - Review of / Access to Educational Materials
 - Regulation 6320 - Review of Educational Materials
- District Facilities Master Plan - 2015

90-Day Check-In: Evaluate readiness and gather feedback on the onboarding process.

MODULE 5: October Student Board Connection

Objective: Prepare for Student Board Connection activities prior to the recruitment period in December.

Task	Details	Responsible	Resource
Overview	Explain the purpose, expectations, and share the spring seminar schedule	Board President	SBC Overview SBC Schedule
Recruitment (December)	Outreach and recruitment planning for Student Board Connection participants	Board President	

Other Things

- Graduation: ceremony flow, Board role and dress (academic regalia)
- Meet the "Key Communicators" group
- Attend a "Golden W" event
- Continuing education opportunities (NASB annual offerings, State Education Conference)
- Westside Foundation (related events and engagement)