

## Waunakee Community School District

Incumbent Board of Education members and staff shall help new Board members become initially informed about the Boards' functions, policies, procedures, strategic priorities/goals and current challenges.

Specific phases of the new Board member's orientation program shall normally include at least the following:

1. In the interim between election/appointment and actual assumption of office, the new member will be invited to attend all open session meetings and functions of the Board, and will receive all non-confidential reports and communications normally sent to Board members.
2. In the interim between election appointment and actual assumption of office, the new member will be furnished with or otherwise provided with information on how to access selected materials dealing with information about the district, state education laws and regulations, and local policies and regulations. Such materials shall include:
  - a) Board policy manual
  - b) District annual report card
  - c) Board meeting minutes for the previous year
  - d) An overview of the District's finances and budget, including an overview of the budget development and approval process
3. A schedule of appointments with selected administrative personnel shall be arranged by the superintendent to afford an opportunity for the new member to discuss specific functions and concerns at different levels of operation.

### **Adoption/Revision Dates:**

5/10/82

March 1994

May 2020 (renumbered and redesignated from Policy 162 to 163-Board Rule 1)