

## SCHOOL BOARD MEMBER ORIENTATION

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. Further, access to timely, thorough information is vital to board members' ability to provide effective oversight of both the superintendent and the district. The Board shall encourage each Board member to understand the role and functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures.

The Board directs the Superintendent and Board President to oversee the preparation and implementation of an orientation process for newly-elected and newly-appointed Board members. Each new Board member shall be invited to meet with the Board President and/or the Superintendent for a series of meetings, the first of which shall take place prior to the first board meeting. The purpose of the meetings will be to review essential topics, including but not limited to:

- A. Board functions, policies, and procedures
- B. A general overview of the Appleton Area School District, its vision, mission and current strategic priorities
- C. The function and services of the Wisconsin Association of School Boards (WASB), National Association of School Boards (NASB), Department of Public Instruction (DPI), and the Cooperative Educational Service Agency (CESA)

During his/her term on the Board, each Board member shall have access to the following:

- A. Board policies
- B. Current employee handbook(s)
- C. The District's current Budget Booklet and related fiscal materials
- D. Superintendent's evaluation process/forms and other pertinent employment documents
- E. An electronic resource which will be updated each year and may include such items as:
  - 1. Current District strategic plan
  - 2. Current capital projects list
  - 3. An organizational flowchart
  - 4. Most recent results from the district's family, student, and staff surveys
  - 5. Demographic information for each school site, including EL and special education populations
  - 6. State report cards for all school sites

7. Current District scorecard and accompanying data from the Assessment, Curriculum and Instruction (ACI) Department
8. A glossary of common educational/district terms and acronyms
9. A listing and brief summary of all major District initiatives

**Cross Reference:** School Board Member Authority and Responsibility, 161  
Board Member Commitment, 161 Appendix 1  
School Board Conferences, Conventions, and Workshops, 163

**Legal References:** Wisconsin State Statutes 120.13(16), 120.13(32)

**Adoption Date:** May 18, 2020