

School District of Lodi  
**New Board Member Orientation**

**No. 162**  
(A) 7-8-82  
(R) 4-13-92  
(R) 5-12-08  
(R) 12-12-11  
(R) 10-14-13

Current members of the Board of Education members and staff shall help new Board members become fully informed about the Board's functions, policies, procedures and problems.

Specific phases of the new Board member's orientation program shall include:

1. In the interim between appointment and actual assumption of office, the new member will be invited to attend all meetings and functions of the Board, and will receive all reports and communications normally sent to Board members.
2. In the interim between appointment and actual assumption of office, the new member will have access to selected materials dealing with information about the district, state education laws and regulations, and local policies and regulations. Such materials shall include: (Reference: New Member check off list)
  - a. Board policy manual
  - b. District annual meeting report
  - c. Board meeting minutes for the previous year
  - d. Financial report
  - e. Keywords of School Boards – WASB Publication
  - f. Robert's Rules of Order
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.
4. The Board President will assign a board member to act as an information resource and mentor to each new board member.
  - a. The mentor will insure that the new member is apprised of the various board responsibilities and professional development opportunities.
  - b. The mentor will ensure that the new member is provided with all appropriate written material and is aware of electronic resources.
  - c. A check-off sheet kept as part of the procedures associated with this policy will be available to guide the mentor in carrying out his/her responsibilities.

Reference: Procedures for Policy 123

Cross Reference: Board Member Roles and Responsibilities – Policy no. 125

Legal References: 120.13 (32) Wis. Stats.