

New Member Check –Off Sheet

(A) 12-12-11

(R) 6-9-14

The Board President and District Administrator shall use this list to guide a new board member through orientation. The Board President and District Administrator will ensure that the new member is provided with all appropriate written material and is aware of electronic resources. The Board President will assign a current board member mentor to act as an information resource for the new board member.

The Board President and District Administrator will schedule a meeting at a mutually agreeable date/time to review the following informational items with each new board member (prior to being sworn in – if possible).

- Board policy manual and By-laws (available on the district web site; a printed version will be provided upon request)
- The following policies and associated procedures will be reviewed:
 - Policy 110 – Mission of the School of Lodi
 - Policy 165 – School Board Member Ethics
 - Policy 151 – Policy Adoption
 - Policy 162 – New Board Member Orientation
 - Policy 124 – Board Operations
 - Policy 170 – Meetings of the Board of Education/Roberts Rules of Order
 - Policy 172.2 – Agenda Preparation and Dissemination
 - By-laws and committee descriptions
- Calendar of Responsibilities and Tasks.
- Current school handbooks.
- Most recent Budget Book.
- Current Employee Handbook
 - New members shall be provided copies of Administrator contracts upon request.
- State ethics laws.
- Open meeting laws.
- Open records laws.
- Closed session confidentiality.
- Latest available copy of applicable WASB publication for new member orientation.

- WASB professional development opportunities and resources.
- Advise and assist in scheduling meetings with other building/district level administrators.