

## NEW BOARD MEMBER ORIENTATION

To maintain high standards and continuity in operating the district, the board and superintendent, to the best of their ability, will assist each newly elected member to understand the board's functions, policies and procedures.

In discussions with new members, the chairman and/or superintendent will clarify procedures which involve the following:

- A. How a community member, parent, teacher, student, etc., may make a request to the board; appropriate responses/actions of an individual board member when presented directly with a request.
- B. How board members may make arrangements to visit schools and the suggested protocol associated with such visits to buildings, programs and staff.
- C. How the board members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.
- D. How the board receives and examines complaints relating to personnel.
- E. How and why executive sessions may be held; what is considered privileged information.

Each newly elected member will be given access to the board's policy and regulations and selected materials on school operations. The district's online policy section can be located at: [www.rcas.org](http://www.rcas.org) – Our District – Superintendent of Schools – Policies and Procedures.

New members will be encouraged to attend meetings or workshops specifically designed for new school board members. Their expenses at these meetings will be reimbursed in accordance with established policy.

Adopted	11/24/81
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