

**River Valley School District**

**2024-2025**

**New Board Member Onboarding**

River Valley School District  
**New Board Member Orientation Form**

{Name}

{Date}

10:00 a.m. in the District Office

**Board Member Details:**

{Area}

{Term}

**Mentor:** {Name} & {Preferred Contact Information}

*Assigned by School Board President & District Administrator*

**Next Full Board Meeting:**

{Date} & {Location}

**Current Committee Assignments:**

Policy & Budget/Employee Relations Committee (ERC)

**Next Committee Meetings:**

{Monday, }

{Monday, }

**Immediate To-Do List:**

- ☐ Meet with the District Administrator Assistant to sign Oath of Office
- ☐ Meet with the District Administrator Assistant to pay \$10.00 to the board's Sunshine Fund. This fund is used to purchase cards, etc. for board members when they are ill, there is a death in the family, etc. This is \$10.00 initially, and \$10.00 each time the account is depleted.
- ☐ Meet with the District Payroll Coordinator regarding payroll forms. Please bring direct deposit information and driver's license.
- ☐ Meet with the District Payroll Coordinator regarding creating a board email account, and Chromebook issuance.
- ☐ Mark your calendar for the next full board meeting you are expected to attend.
- ☐ Mark your calendar for the next committee meetings you are expected to attend.
- ☐ Mark your calendar for the additional committee meetings that you are encouraged to attend.

## BOARD MEETING SCHEDULE AND INFORMATION

Regular Board Meetings are held on the 2nd Thursday of each month, at 7:00 p.m. in the middle school library. The agenda and information are sent by email on the Friday before the meeting, and loaded on the district website [here](#).

Board meetings follow Roberts Rules of Order: See [Simplified Roberts Rules of Order](#) document

Special Board Meetings are called as needed and may include, but are not limited to, expulsion hearings, human resources matters, training, etc.

Expulsion Hearings: Discuss what to expect

[\*Policy #171.2 - Agenda Preparation and Dissemination\*](#)

[\*Policy # 173- Closed Sessions\*](#)

Walking Quorum - Discuss how to avoid it. A walking quorum should be avoided and refers to a situation where members of the Board individually meet or communicate with one another outside of formal meetings in a way that, when combined, constitutes a majority of the total membership. This informal communication can effectively allow the group to make decisions or reach a consensus without having an official meeting, potentially circumventing legal or procedural requirements for open and transparent decision-making. In order to avoid this, do not discuss Board issues or agenda items outside a committee meeting or Board Meeting.

Communication Expectations:

- Reply vs. Reply All.
- Response Time: Please do your best to reply to emails that warrant a response, within 24 hours. Please forward emails to those applicable in a timely manner.
- Respectfully and professionally

Organizational Meeting: Held annually in May with new Board members. Officers are elected, meeting dates and times are set.

Annual Meeting: Held once a year between May and October. Recently, this meeting has been held in October.

Meeting Dates: "Please Mark Your Calendar" - sent with each Regular meeting agenda

Board Member Role and Responsibilities (from training session by General Counsel):  
This meeting should be held prior to the first full board meeting in May, after a new board member joins the board.

Student Representative on Board: This member is typically a member of RVHS Student Council. They may participate in discussion, but do not have a vote.

## **BOARD COMMITTEES**

Committee meetings are held every Monday, year round.

Policy Meetings: Every 1st Monday of the Month

Budget/ERC: Every 2nd Monday of the Month

Buildings and Grounds: Every other 3rd Monday of the month (Odd Months)

Curriculum and Instruction: Every other 3rd Monday of the month (Even Months)

Appointments to District Committees: Human Growth & Development, and Wellness Committee

[Policy #185 Board Committees and Appointments](#) - assigned by President at the June meeting following the May organizational meeting; committee chairpersons assigned by committee members

[Policy #185-Rule- Roles of Board Committee Chairpersons and Delegates](#)

Board Appointments: Convention Delegate, CESA #3 Representative

If you will be absent from a Board or Committee meeting, please notify the District Administrator Assistant.

## **EXPENSE REPORTING**

[Expense Form](#): Please give to the District Payroll Coordinator. *Board Expense Forms shall be turned in within 60 days of compensation being earned and expenses being incurred or payment/reimbursement may be forfeited, per Board [Policy 671.1](#)*

Reimbursement Information: Is sent with the Regular Board Meeting agenda. It verifies attendance at meetings to assist in filling out the expense form.

Compensation- set at annual meeting. Current rates are noted on the expense form for reference.

Mileage- fluctuates with IRS, noted on expense form. This includes to and from meetings and/or board related events.

Receive [Reimbursement Information](#) and [Expense Report Example](#)

Professional Development for Board Members (district pays for expenses)

- WASB (Wisconsin Association of School Boards) workshop for new Board members.
- WASB workshops and conferences
  - Information may be sent to you by WASB, or check their website at [www.wasb.org](http://www.wasb.org), or forwarded by the board, or district
- WASB Convention - each January in Milwaukee

## **POLICIES**

[Policy Manual](#) - on district website

[Series 100](#) - Board of Education

## **DISTRICT/WISCONSIN EDUCATION UPDATES**

Weekly Board Memo emailed every Monday from District Administrator

WI Education News emailed daily by District Administrator Assistant

Budget/Finance

- 2023-2024 Annual Meeting Documents (Annual Meeting, Budget Hearing, Budget Presentation)
- Board financial reports - there are 6- emailed monthly with each Regular meeting agenda
- Baird Budget Forecast Model

District Goals

- [Belief Statements](#)
- [Graduate Learner Outcomes](#)
- [2023-2028 Strategic Plan](#)

Schools and School Information

- [River Valley Early Learning Center](#)

- [River Valley Elementary](#)
- [River Valley Middle School](#)
- [River Valley High School](#)
- [District Brochure](#)
- Enrollments: Provided with monthly meeting packet
- 2024-2025 Back to School Issue of Home News
- [District Map](#)
- [Fact Sheet](#)
- [District Information](#)

#### Alternate School Programs

- Summer School
- Alternative Education
- Open Enroll
- [Rural Virtual Academy \(Started in 2021-2022\)](#)

#### Employee Handbook

- [2024-2025 Employee Handbook](#) (sent via email to all staff and on website)

#### Before and After School Program

- [Handbook](#)

#### Handbooks: Approved annually by Board in July

- [Elementary](#), [Middle](#) and [High School Student](#)
- [MS](#) and [HS Athletics](#), Activities, [Coaches](#)
- [At Risk](#)
- [Special Ed](#)
- Crisis Plan
- [All Staff Employee Handbook](#)

#### School Calendars

- [2024-25 School Calendar](#)
- [School District Calendars](#)
- [Southwest Wisconsin Conference Calendar](#)

#### Board and Staff Names and Contact Information

- [2024-25 Staff Directory on District Website](#)

#### Commonly Used [Acronyms](#)

## **MENTOR/MENTEE PROCESS**

Goals: The new board member has a board member initial contact for questions or concerns. To foster a board mentality.

### **Mentor Responsibilities:**

- Provide a welcoming environment for the new board member.
- Be attentive and responsive to questions the new board member may have.
- Provide background information on current initiatives as needed.

### **Mentee Responsibilities:**

- Be eager to learn.
- Ask questions.
- Be receptive to the process.
- New Board members should prepare to attend all the committee meetings for the first several months in order to gain an understanding of each committee's work.

### **Process:**

- Assign a mentor to a new board member (assigned by School Board President and District Administrator).
  - Preferably someone who also shares a committee assignment.
- Send email to both the new board member, and mentor, that they have been paired and ask them to exchange preferred contact information.
- Mentee may reach out to their mentor for additional information, clarifications, etc.

## FREQUENTLY ASKED QUESTIONS

How do I obtain answers to questions about board meeting agenda items before the meeting?	
How is the public comment section of the board meeting structured?	
What are the communication expectations between and among the board, board members and the district administrator?	
What are the communication expectations between a board member and staff?	
How should I respond to a community or staff complaint or concern?	
How are media requests handled?	
Any additional questions/concerns not yet address:	