

RIVER VALLEY SCHOOL DISTRICT
New Board Member Orientation

Pam Gauger

Thursday, April 20, 2023 – 10:00 am – District Office
(Meet with Board President and District Administrator)

- Area 2 - Town of Arena
- Term: April 24, 2023, to April 27, 2026
- Next Board Meeting - Thursday, May 11, at 7:00 pm in Middle School Library

- ___ See Julie Kuhse in District Office re: Board email account and Board packet on district website (Chromebook)
- ___ See Julie Kuhse in District Office re: payroll forms
- ___ Sign Oath of Office
- ___ Pay \$10 for Board “Sunshine Fund” (paid to Paula and used to buy cards, etc. for Board members when ill, death in family, etc.; \$10 initially and \$10 each time fund gets depleted)

* = *see attachment for this item*

1. Board Meeting Schedule

- a. Regular Board Meetings – 2nd Thursday of each month, 7:00, Middle School Library; agenda and information sent by email Friday before meeting – loaded on website
- b. Special Board Meetings – as needed
- * c. Policy #171.2 - Agenda Preparation and Dissemination
- * d. Policy #173 – Closed Sessions
- * e. Expulsion Hearings – as needed, as part of Board meetings (times vary—7:00, 7:30, 8:00)
- f. Walking Quorum – avoid
- g. Organizational Meeting – annually in May with new Board members; elect officers and set meeting date and time
- h. Annual Meeting – held once a year between May and October
- * i. “Please Mark Your Calendar” – sent with each Regular meeting agenda
- * j. Board Member Role and Responsibilities (from training session by General Counsel)
- k. Student Representative on Board
- l. If you will be absent from a Board or committee meeting, please notify Paula

2. Board Committees

- a. Committee meetings are held every Monday, year round
- * b. Policy #185 Board Committees and Appointments - assigned by President at the June meeting following the May organizational meeting; committee chairpersons assigned by committee members
- c. Policy Meetings – Year round, Every 1st Monday of Month
- d. Budget/Employee Relations Meetings – Year round, Every 2nd Monday of Month
- e. Buildings and Grounds Meetings – Year round, Every other 3rd Monday of Month (odd months)
- f. Curriculum and Instruction Meetings – Year round, Every other 3rd Monday of Month (even months)
- * g. Policy #185-Rule - Roles of Board Committee Chairpersons and Delegates
- * h. Appointments to District Committees: Human Growth & Development, Wellness
- * i. Board Appointments: Convention Delegate, CESA #3 Representative
- j. If you will be absent from a Board or committee meeting, please notify Paula

3. Expense Reporting

- a. Please complete payroll forms in District Office
- * b. Expense Form – sent with Regular meeting agenda; complete for prior month; bring to Regular Board meeting
- * c. Reimbursement Information - sent with Regular Board meeting agenda
- * d. Compensation – set at annual meeting
- * e. Mileage – fluctuates with IRS, noted on expense form

4. Professional Development for Board Members (district pays for expenses)

- a. WASB workshop for new Board Members
- b. WASB workshops and conferences (information sent to you by WASB or check their website at www.wasb.org)
- c. WASB Convention - each January in Milwaukee

5. Policies
 - a. Policy Manual – on the district website
 - * b. Series 100 – Board of Education

6. District/Wisconsin Education Updates
 - a. Weekly Board Memo emailed every Monday from Loren
 - b. WI Education News emailed almost daily from Paula

7. Budget/Finance
 - * a. 2022-23 Annual Meeting Documents (Annual Meeting, Budget Hearing, Budget Presentation)
 - * b. Board financial reports – there are 6 – emailed monthly with each Regular meeting agenda
 - c. Forecast 5 Budget Projection

8. District Goals
 - * a. Belief Statements
 - * b. Graduate Learner Outcomes
 - * c. 2023-2028 Strategic Plan

9. Schools and School Information
 - a. River Valley Early Learning Center
 - b. River Valley Elementary
 - c. River Valley Middle School
 - d. River Valley High School
 - * e. District Brochure
 - * f. Enrollments
 - * g. 2022-23 Back to School Issue of *Home News*

10. Alternate School Programs
 - a. Summer School
 - b. Alternative Education
 - c. Open Enrollment
 - * d. Rural Virtual Academy (started in 2021-22)

11. Employee Handbook
 - * a. 2022-23 Employee Handbook (sent via email to all staff and on website)

12. Handbooks
 - a. Approved annually by Board in July
 - b. Elementary, Middle, and High School Student
 - c. MS and HS Athletics, Activities, Coaches
 - d. At Risk
 - e. Special Ed
 - f. Crisis Plan
 - g. All Staff Employee Handbook

13. School Calendars
 - a. District Calendar of Events on district website
 - * b. 2022-23 School Calendar
 - * c. 2023-24 School Calendar

14. Board and Staff Names and Contact Information
 - a. 2022-23 Staff Directory (on website)

15. The “ABCs” of Acronyms in Wisconsin Public Education
 - * a. From WASSA

16. Sharing of Thoughts/Concerns