

#### Ideas Per Agenda on 03/04:

- Encourage board members to attend board meetings prior to being elected.
- Set multiple meetings with a district administrator/board president/business manager.
- Assign a board member as a mentor.
- Encourage attendance to all committee meetings during the first year on the board.
- Provide “Board member roles and responsibilities” session to full board annually in May at a special board meeting.

#### Additional Suggestions Received:

- Review the onboarding document by WASB, and see if we’ve covered everything.
- Include Eileen’s Boardmanship Document? When?
- Fred mentioned having the Board member roles and responsibilities session prior to the May board meeting so that members can meet prior to the first actual meeting.
- Elisabeth mentioned a jargon review. So below I added highlighting the frequently used ones on the sheet currently provided, and we can create one as it pertains to RVSD.
- Elisabeth also mentioned that she had a meeting with the Business Manager to get a good overview of school funding, and found it very helpful.

Revamp New Board Member Orientation Checklist, Process, etc.

#### New Board Member Timeline:

- When an individual files for candidacy, or expresses interest, encourage them to attend the upcoming board meetings. For example, if they file in January, provide them meeting dates for January (if applicable, February, March, and April)

#### After Elected:

- Set up the initial New Board Member Orientation Meeting with Board President & District Administrator
- Assign a mentor.
- Schedule the Board Member Roles and Responsibilities Special Meeting in May prior to full board meeting. (Robert’s rules part of this or at a separate time?)
- Revamp the current orientation document:
  - Include specific dates, elaborations, examples, etc. See below for ideas, thoughts, etc.
- 2nd Meeting with Board President & District Administrator after 1 month of meetings, to answer any questions. This could be before/after another meeting to eliminate additional travel/time. This should be held after a regular board meeting, and at least one committee meeting.
- 3rd Meeting with the district’s business manager to gain understanding of school finance and budget concepts
- Introduce mentor/mentee program

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

Pam Gauger  
Thursday, April 20th, 2023  
10:00 a.m. in the District Office

**Board Member Details:**

Area 2: Town of Arena

Term: April 24, 2023 to April 27, 2026

**Mentor:**

**Next Full Board Meeting:**

Thursday, May 11th, at 7:00 p.m. in the RVMS library.

**Current Committee Assignments:**

Policy & Budget/Employee Relations Committee (ERC)

**Next Committee Meetings:**

Monday,

Monday,

**Immediate To-Do List:**

- Meet with the District Administrator Assistant (Paula Wedige) to sign Oath of Office (Use title or name? Don't care either way, just keep it consistent throughout the document. Would just need to be updated when Paula or Julie retire, in 30 years ;)
- Meet with the District Administrator Assistant (Paula Wedige) 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 (Julie Kuhse) regarding payroll forms. Please bring direct deposit information and driver's license.
- Meet with the District Payroll Coordinator (Julie Kuhse) 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.
- Receive Contact Information (Board Member emails, District Administrator phone number) **Could this just be a document in our drive that is updated as needed?**

## 1. Board Meeting Schedule

- a. 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.
- b. Board meetings follow Roberts Rules of Order **(Provide Simplified Roberts Rules of Order for familiarity)**
- c. Special Board Meetings are called as needed and may include, but are not limited to, expulsion hearings, human resources matters, etc.
- d. Policy #171.2 - Agenda Preparation and Dissemination
- e. Policy # 173- Closed Sessions
- f. Expulsion Hearings **(Include Policies, or discuss what to expect)**
- g. Walking Quorum - avoid
- h. Communication Expectations:
  - i. **Reply vs. Reply All**
  - ii. **Response Time**
- i. Organizational Meeting: Held annually in May with new Board members. Officers are elected, meeting dates and times are set.
- j. Annual Meeting: Held once a year between May and October. Recently, this meeting has been held in October.
- k. "Please Mark Your Calendar" - sent with each Regular meeting agenda
  - i. Are these Paula's emails?
- l. Board Member Role and Responsibilities (from training session by General Counsel)
  - i. **Should this be held at the organizational meeting shortly after one is elected? Or a special meeting? We received this in October, after at the annual meeting, but I was elected in April, I felt this would have been better information to have at the start of my term.**
- m. Student Representative on Board
- n. If you will be absent from a Board or Committee meeting, please notify the District Administrator Assistant.

## 2. Board Committees

- a. Committee meetings are held every Monday, year round.
  - i. Policy Meetings: Every 1st Monday of the Month
  - ii. Budget/ERC: Every 2nd Monday of the Month

- iii. Buildings and Grounds: Every other 3rd Monday of the month (Odd Months)
  - iv. Curriculum and Instruction: Every other 3rd Monday of the month (Even Months)
  - v. Upcoming meetings list (Provide for the next 2 months the actual days/meetings)
  - vi. Policy #185-Rule- Roles of Board Committee Chairpersons and Delegates
  - vii. Appointments to District Committees: Human Growth & Development, and Wellness Committee
  - viii. Board Appointments: Convention Delegate, CESA #3 Representative
- 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. If you will be absent from a Board or Committee meeting, please notify the District Administrator Assistant.
3. Expense Reporting
- a. Expense Form: Is sent with Regular meeting agenda, complete for prior month, and turn in at the Regular Board Meeting, or email to Paula. (what is Paula's preference?)
  - b. Reimbursement Information: Is sent with the Regular Board Meeting agenda. It verifies attendance at meetings to assist in filling out the expense form.
  - c. Compensation- set at annual meeting. Current rates are noted on the expense form for reference.
  - d. Mileage- fluctuates with IRS, noted on expense form. This includes to and from meetings and/or board related events.
  - e. Receive Reimbursement Information and Expense Report Example
4. Professional Development for Board Members (district pays for expenses)
- a. WASB (Wisconsin Association of School Boards) workshop for new Board members.
  - b. WASB workshops and conferences
    - i. 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
  - c. WASB Convention - each January in Milwaukee
5. Policies
- a. Policy Manual - on district website
  - b. Series 100 - Board of Education
6. District/Wisconsin Education Updates

- a. Weekly Board Memo emailed every Monday from District Administrator
  - b. WI Education News emailed almost daily by District Administrator Assistant
7. Budget/Finance
- a. 2022-2023 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 (make sure this is the current model we use)
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: Provided with monthly meeting packet
  - g. 2022-2023 Back to School Issue of Home News
10. Alternate School Programs
- a. Summer School
  - b. Alternative Education
  - c. Open Enroll
  - d. Rural Virtual Academy (Started in 2021-2022)
11. Employee Handbook
- a. 2022-2023 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 (Provide Links)
- a. District Calendar of Events on District Website
  - b. 2022-23 School Calendar
  - c. 2023-24 School Calendar

- i. <https://www.rvschools.org/district/calendars.cfm>
- ii. <https://www.southwestwisconsinconference.org/public/genie/351/school/6/>

14. Board and Staff Names and Contact Information

- a. 2022-23 Staff Directory (on website)
  - i. [https://www.rvschools.org/district/staff\\_directory.cfm](https://www.rvschools.org/district/staff_directory.cfm)

15. The “ABCs” of Acronyms in Wisconsin Public Education

- a. From WASSA, highlight frequently used.
- b. Create one as it pertains to RVSD

16. Sharing of Thoughts/Concerns

## **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.

### **Process:**

- Assign a mentor to a new board member.
  - 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.
- **Meet after the 2nd board meeting?**