

BOARD BYLAWS

NEW BOARD MEMBER ORIENTATION

The President of the Board is responsible for the following to occur:

- I. When a candidate for the Board picks up either a petition to be on the ballot or an application to be appointed to the Board, he or she should also receive information which includes but is not limited to the following:
 1. Board bylaws
 2. Board meeting brochure
 3. Board future meeting dates already set
 4. Estimate of time commitment
 5. Date of Board "retreat" to be held shortly after (within 1 month of election/appointment).

- II. Retreat should include but not be limited to presentation of:
 1. Guidelines for Board of Education Efficiency & Effectiveness (File: BE/BEA/BEB/BF-E)
 2. How to handle complaints and concerns from constituents and staff.
 3. How to attempt to make changes
 4. How to deal with the reading
 5. Plans for orientation from the Administration for business of the district
 6. Procedures for Board meetings and review of the B Section in the policy manual.

- III. At least one other board member should meet with the new board member within two weeks after election/appointment.

- IV. Materials every new board member should receive:
 - Accountability Committee and School Profiles reports for the previous school, year
 - Advisory Committee list
 - Board's vision and mission statement
 - Budget for current year plus any proposed budget
 - CASB's latest manuals for Board members, e.g. Leadership Essentials and School Boards Can!
 - Current District Capital Plan
 - Colorado School Laws (latest version of CDE publication)
 - "Communications" publications e.g. Communicator
 - Deputy Superintendent's Contracts
 - District Calendar, public relations brochures,
 - District Staff Directory
 - Guidelines for BOE Efficiency & Effectiveness
 - Information on individual Board Budget
 - Master Agreement CSEA
 - Meet and Confer Agreement ESP
 - Meet and Confer Agreement CSASE/CSPA
 - Technology Plan
 - Strategic Plan
 - Student Conduct and Discipline Code Handbook
 - Superintendent's Contract

List of additional materials in Board Office, including but not limited to:

- District Standards
- Policy Manual
- Robert's Rules of Order
- Minutes and related meeting materials from regular and special Board meetings for current school year plus the previous year.