



SECTION I: BOARD OF EDUCATION POLICY 1110

NEW SCHOOL BOARD MEMBER ORIENTATION

The Board and Superintendent, to the best of their ability, will assist each newly elected or appointed member to understand the Board's functions, policies, and administrative regulations or procedures.

In discussions with new members, the Board President, Vice President and Superintendent will clarify procedures involving:

1. How and when the newly elected board member will assume office.
2. How a community member (parent/guardian, teacher, student, business representative, etc.) may make a request of the Board and how an individual Board member should respond/act when a request or complaint is presented directly to the Board member.
3. How Board members make arrangements to visit schools and the protocol associated with such visits.
4. How Board members may request information or services of the staff.
5. How the Board receives and examines complaints relating to personnel.
6. How a Board member may place items on the agenda.
7. How a Board member schedules, and documents attendance at, Board training and workshops.
8. How a Board member files for reimbursement of expenses incurred for training.
9. How a Board member is issued district equipment and a district email account and how to access and use the electronic school board system for board meetings.
10. Expectations of confidentiality.
11. Declaring and resolving potential conflicts of interest.
12. Required professional development and trainings.

Each newly elected or appointed member of the Board will be given selected materials for Board members and other pertinent District documents and data. This information shall include, but not be limited to:

1. Copies of the most current school law book, Broken Arrow School Board Policies, and Broken Arrow Administrative Procedures (electronically if possible).



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2. Contact information for district administrative positions, including a copy of the organizational chart and phone numbers and extensions.
3. Copy of the district Strategic Plan.
4. Maps of the district showing all schools and the attendance boundaries for all schools.
5. Contact information for each school, including the principal's name and phone numbers.

The Board President and/or Superintendent will introduce the new board member to administrative staff members and will schedule a tour of the district for the new board member.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
Broken Arrow Board of Education policy revised, February 27, 2012.
Broken Arrow Board of Education policy revised, July 10, 2017.