

**BOARD MEMBER ORIENTATION**

The Board will help newly elected or appointed members to understand the policies and procedures of the Board. To facilitate this process, new members will be provided with copies of:

- 1) ESD 113 goals;
- 2) ESD 113 Board policies and administrative procedures;
- 3) staff handbook(s);
- 4) current ESD 113 budget;
- 5) financial status reports (most recent copies);
- 6) ESD 113 Board minutes for the past year; and
- 7) other materials as requested.

The Superintendent shall assist each new member in the review of these materials and will review the role and function of the various administrators employed by the ESD 113. The Superintendent shall also clarify, as per ESD 113 policy (Policy 1620), how to (1) visit staff, (2) request information regarding operations, (3) respond to complaints concerning staff or program, and (4) handle confidential information.

Members will be encouraged to attend meetings, workshops, and conferences to increase their knowledge and competencies.