

New Board Member Orientation

In order to better implement Board Policy BHA “New Board Member Orientation”, the following orientation plan is offered to assist the new Board Member:

1. Become acquainted with District facilities.

Responsibility: Accompanying Board Member and Administrator in charge of visited area. Superintendent to arrange schedule.

Rationale: In order to have an overall view and knowledge of the District, the new Board member should visit schools, maintenance shops, warehouses, bus garage, and District Office operations.

2. Become acquainted with Administrators and staff members.

Responsibility: This could best be arranged at the time of the visit to each area by the Administrator in charge.

Rationale: This gives new Board Members the opportunity to become acquainted with administrators personally and with their responsibilities as well as their programs and operations.

3. Become acquainted with the curriculum efforts of the District.

Responsibility: Director of Instructional Services

Rationale: New Board Members need to be versed on the curriculum development process as well as be knowledgeable of such programs as SALA, ITIP, TAG, bilingual and special education.

4. Become acquainted with aspects of the District’s business operations.

Responsibility: Business Manager

Rationale: A new Board Member needs to understand the budgeting process and the methods of control and accountability of the District’s funds.

5. Become acquainted with the working of the Board.

Responsibility: Board Chairperson or member

Rationale: The new Board Member needs to become acquainted with the functioning of the Board including such items as code of ethics, Board policies, conduct of meetings, agendas, and Board participation.

6. Become acquainted with other miscellaneous details of our school operation.

Responsibility: Superintendent

Rationale: The new Board Member should become familiar with Oregon School law, negotiation processes, long-range building programs, the current District Table of Organization, and OSBA meetings.

7. Further, the new Board Member will receive the following resource materials:

- a. District Directory
- b. Board Policies
- c. District Budget
- d. District Calendar
- e. District Goals
- f. Compiled list of educational jargon and acronyms (see attached)

Responsibility: Board/Executive Assistant

8. Timeline: Because of varying personal and work schedules of the newly elected Board Members, it is necessary to develop a timeline for each individual. This orientation will be scheduled over the period immediately after their election and the date they assume their office. With an appointed Board Member, the process will take place within a three-month period.

To: Board Members

From: Superintendent

RE: Acronyms (See Policy: BHA-AR)

AASA - American Association of School Administrators

ACLU - American Civil Liberties Union

ADD - Attention Deficit Disorder

ASCD - Association for Supervision and Curriculum

CASA - Community Against Substance Abuse

COSA - Confederation of Oregon School Administrators

CTBS - Comprehensive Test of Basic Skills

DO - District Office

ERC - Educational Resource Center

ESD - Education Service District

FAS - Fetal Alcohol Syndrome

IEP - Individualized Education Program

IMC - Instructional Media Center

IMS - Instructional Media Specialist

IRA - International Reading Association

ITED - Iowa Test of Educational Development

ITIP - Instructional Theory Into Practice

KASA - Kids Against Substance Abuse

LEA - Local Education Agency

MDT	- Multi-Disciplinary Team
MMH	- Mildly Mentally Handicapped
NEA	- National Education Association
NSBA	- National School Boards Association
ODE	- Oregon Department of Education
OEA	- Oregon Education Association
OECC	- Oregon Educational Coordinating Council
OEPA	- Oregon Elementary Principals Association
OHES	- Orchard Hill Elementary School
OSAA	- Oregon School Activities Association
OSBA	- Oregon School Boards Association
OSEA	- Oregon School Employees Association
PEP	- Personal Education Plan
PES	- Phoenix Elementary School
PHS	- Phoenix High School
PTEA	- Phoenix-Talent Education Association
PTO	- Parent-Teacher Organization
RRT	- Reading Resource Teacher
SAIF	- State Accident Insurance Fund
SALA	- Slingerland Approach to Language Arts
SAT	- Scholastic Aptitude Test
SED	- Severely Emotionally Disturbed

- SLD - Specific Learning Disability and Specific Language Disability
- SOBC - Southern Oregon Bargaining Council
- SOCSTC - Southern Oregon Child Study and Treatment Center
- SODA - Southern Oregon Drug Awareness
- SOEPA - Southern Oregon Elementary Principals Association
- STEPS - Specialized Training Educational Program Services
- TAG - Talented and Gifted
- TES - Talent Elementary School
- TMS - Talent Middle School
- TSPC - Teacher Standards and Practices Commission