

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Superintendent

Issue No: 3

Date: 10/13/08

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Reference:

ARTICLE: 1.0 GOVERNING BOARD

1.4 ELECTION OF THE BOARD

SECTION 1.4.1 Orientation of New Board Members

Each new school Board member shall be afforded every opportunity to become oriented to the functions and responsibilities entailed by election to the Board. It shall be the duty of the Superintendent and the administrative staff to assist each new member-elect to understand the Board's role in setting policy and making decisions affecting the operation of the schools.

This orientation shall begin as soon as candidates have declared for the position of Board member, so that they may be knowledgeable about the office. The following minimum procedures shall be employed.

Briefing of Candidates

After the deadline for declaration of candidacy has been passed and the list of official candidates for a Board position has been determined, a briefing will be held to orient candidates to the key issues facing the District in the present and near future. The Superintendent and other District and school administrators will organize and serve as resource people for the briefing.

The Governing Board desires to provide Board candidates with orientation that will enable them to understand the responsibilities of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, District operations, and Board responsibilities.

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates have the same access as members of the public to District staff and information.

New Board Members

The Board and the Superintendent or designee shall help each new member-elect to understand District operations and the Board's functions, policies, and procedures as soon after election as possible. Incoming members shall be given a copy of the Brown Act and informed that they must conform to its requirements as if they had already assumed office. Incoming members shall also receive the district's policy manual and other materials related to the school system and Board member responsibilities.

Incoming members are encouraged to attend Board meetings and meet with the Superintendent, or designee, and Board president regarding their role and responsibilities. They also may, at District expense, attend workshops for newly-elected members.

Upon election or appointment, the new Board member(s) will be provided, if they so choose:

1. A two-drawer file cabinet for storing Board folders and materials;
2. A set of Board Policy and Administrative Procedures (printed copy);
3. A copy of the Brown Act;

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4. The book *Boardsmanship: A Guide for the School Board Member*, by the California School Board Association;
5. A computer.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.

After election or appointment, and before being officially seated on the Board, prospective Board members will be given Board packets for each meeting and all other necessary information so they will be aware of current programs, issues, and decisions.