

POLICY: BHA-R
Approved: May 26, 1987
Revised: October 1, 2001
Revised: April 16, 2012

**PROCEDURE FOR IMPLEMENTING
POLICY BHA – NEW MEMBER ORIENTATION**

District Administrator to contact new Board member(s) and:

- review role of Administrator
- tour schools
- provide policy manuals and other District materials
- review status of District educational programs

Meeting with Director of Business Services:

- review annual budget
- review state aid formula and effect on budget
- review other relevant business office matters
- review transportation and buildings & grounds issues

Meeting with Board President:

- discuss purpose of being member, ethics
- familiarize with policy manual
- review Board-staff business relationships
- functions of CESA and WASB
- procedure for placing items on agenda
- calling meetings
- open meeting laws
- status of negotiations

Meeting with Principals

- scheduled upon request