

New Board Member Gathering Webinar



Taking Office as a School Board Member

Presented by the WASB Legal Services Staff

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Welcome and thank you!



How you can reach the WASB with your questions and comments:

- ▶ www.wasb.org
- ▶ info@wasb.org
- ▶ Call WASB by phone, toll-free, at 1-877-705-4422

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You've won the election ... what happens next?

- A "Certificate of Election" should be issued by the school board clerk.
- You must take and file the written oath of office on or before the 4th Monday in April (April 27, 2020).

(NOTE: Taking the oath a second time for purely "ceremonial" purposes at a later school board meeting is OK).

- Regular terms start on the 4th Monday in April.

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You will want to learn more about laws governing school boards

- Open Meeting Law.
- Public Records Law.
- Code of ethics and conflict of interest laws.
 - The WASB Spring Workshops will address these laws and more.



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Get your bearings and find some direction!

- Use the time between the election and taking office for orientation-type activities
- Some school boards have an established orientation process for new members
- In some school districts, the process is very informal



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Review some of the key documents through which the school board governs

- The strategic plan and the board's priority goals
- School board policies
- The annual budget
- Handbooks and collective bargaining agreements (if any)
- The district administrator's contract and job description



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Attending board meetings before the start of your term

- Open session meetings
- Closed session meetings



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Board Job Description

- ▶ Make **strategic decisions**.
- ▶ Provide **general oversight** for administration and district.
- ▶ Hire and evaluate District Administrator.
- ▶ Review **board policies** and update as needed.
- ▶ Adopt a **budget and allocate resources** consistent with board priorities and district goals.
- ▶ Oversee negotiation and administration of critical contracts.
- ▶ Be **advocates** for the district in the community and at the state, federal and other local governments.



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More resources about roles and responsibilities of school board members

- The WASB "[New School Board Member Handbook](#)" (available both online and in a printable format; a copy will also be included in a WASB welcome packet)
- The "[Basic Legal and Governance Resources for School Board Members](#)" web page
- Your district office or school board president may have a copy of "[The Key Work of School Boards](#)," a publication of the National School Boards Association

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What is the WASB?

- ▶ A non-profit, voluntary association serving Wisconsin's 421 school boards and 12 CESA boards of control.



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Why Choose the WASB?

- ▶ **Your State Association**
- ▶ Innovative ideas
- ▶ Timely information
- ▶ Legislative advocacy
- ▶ Essential services
- ▶ Quality resources
- ▶ Relevant programs



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WASB Areas of Service



- ▶ Advocacy & Government Relations
- ▶ Communications
- ▶ Governance & Leadership Development
- ▶ Legal Services
- ▶ Organizational Consulting Services
- ▶ Policy Services
- ▶ Superintendent Search Services

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Advocacy & Government Relations

Advocacy that is heard in the Capitol.



- ▶ A strong voice representing the interests of Wisconsin school boards.
- ▶ Resources and regular updates to help school board members be the most effective advocates possible.

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Governance & Leadership Development

Building effective leadership.

- ▶ Providing information, tools and support to help boards respond to emerging trends, engage with their communities and foster strong relationships.



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Legal Services

Helping you make sound management decisions.



- ▶ General legal and human resources information
- ▶ Sample employment policies, compensation data and other resources
- ▶ Individual, fee-based services

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Policy Services

From development through implementation.

- ▶ The [Policy Resource Guide](#) (PRG) is a Web-based policy tool designed to assist Wisconsin school boards and administrators in the important tasks of policy development and implementation.
- ▶ Policy Library, including thousands of sample policies, articles, guidance documents and other resources.



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Organizational Consulting



To help school boards and superintendents maximize their effectiveness in carrying out their respective leadership roles, the WASB provides comprehensive, customized:

- Training
- Support
- Resources
- Inspiration

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Superintendent Search Service

Helping you find the right match.



- ▶ Customized search process for each board.
- ▶ Transition services to help boards and their new administrators begin their journey together.

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Conferences and Seminars

- ▶ State Education Convention
- ▶ Leadership Conference
- ▶ School Law Conference
- ▶ Day at the Capitol
- ▶ Legislative Advocacy Conference
- ▶ Regional Meetings
- ▶ Workshops and Webinars



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Publications & Subscriptions

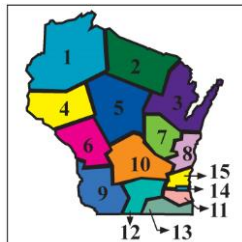
- ▶ Award-winning magazine
- ▶ Legislative updates
- ▶ Policy and legal newsletters
- ▶ Policy Resource Guide web-based tool
- ▶ Model Employee Handbook
- ▶ Special issue publications and bulletins



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WASB Board of Directors

- ▶ Each member board has one vote to elect a regional representative to the WASB Board of Directors.
- ▶ The executive director is responsible for carrying out the policies of the Board of Directors and coordinating Association programs and services.



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WASB Delegate Assembly



- ▶ Each member board has one vote on the policy positions determined at the annual WASB Delegate Assembly, held in conjunction with the State Education Convention.



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Upcoming online learning opportunities

- ▶ Recorded webinar on **School Board Organizational Meetings, Officer Roles, and Board Member Orientation** (from April 20; link posted on WASB website)
- ▶ **Spring Workshops** (advance registration is required for these workshops, which are geared toward new board members)
 - **Workshop 1: Understanding Your Legal Roles and Responsibilities**
Tuesday, May 12 and Thursday, May 14, 7-8:30 pm
(The content is the same each evening.)
 - **Workshop 2: How to Plan and Conduct Effective Board Meetings**
Wednesday, May 20 and Thursday, May 21, 7-8:30 pm
(The content is the same each evening.)



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Get to know the WASB ... it is your Association!

- Test your login ID and establish your personal password for the WASB website (www.wasb.org)
- Consider attending WASB programs (upcoming programs are listed on the WASB website and promoted in various WASB publications)
- Look for WASB materials to arrive by both email and U.S. mail
- Contact us directly via email (info@wasb.org) or telephone (toll-free: 1-877-705-4422)
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