



# Santa Ana Unified School District

BOARD BYLAW NO: 9230

SUBJECT: Orientation

CATEGORY: Board Bylaws

EFFECTIVE: 12/12/2017

RESPONSIBLE OFFICE(S): Office of the Superintendent

REVIEWED: 11/14/2017

## **SCOPE AND DESIRED OUTCOMES:**

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include providing information, support, and/or training related to Board functions, policies, protocols, and standards of conduct. (cf. 9000 - Role of the Board) (cf. 9220 - Governing Board Elections) (cf. 9223 - Filling Vacancies)

As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members. (cf. 9121 - President)

## **POLICY:**

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they shall adhere to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices. (cf. 1112 - Media Relations) (cf. 1160 - Political Processes) (cf. 9005 - Governance Standards) (cf. 9010 - Public Statements) (cf. 9011 - Disclosure of Confidential/Privileged Information) (cf. 9012 - Board Member Electronic Communications) (cf. 9200 - Limits of Board Member Authority) (cf. 9270 - Conflict of Interest) (cf. 9323 - Meeting Conduct)

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the district, including, but not limited to, the district's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, minutes of recent open Board meetings and offer incoming Board members a tour of District school facilities and introduction to District and site administration. (cf. 0000 - Vision) (cf. 0200 - Goals for the School District) (cf. 0400 - Comprehensive Plans) (cf. 0460 - Local Control and Accountability Plan)



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## OUTSIDE RESOURCES AND IN-SERVICE TRAINING OPPORTUNITIES:

Incoming members are encouraged, at district expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, Masters in Governance Program, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the district.(cf. 9240 - Board Training) (cf. 9320 - Meetings and Notices)

### Legal Reference:

#### EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops  
33362-33363 Reimbursement of expenses; board member or member-elect

#### GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:  
54952.1 Member of a legislative body  
54952.7 Copies of Brown Act to Board members

### Management Resources:

#### CSBA PUBLICATIONS

Professional Governance Standards for School Boards

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

#### WEB SITES

CSBA: <http://www.csba.org>

Adopted: (10-00) 11/17

Santa Ana, CA