

Dear Prospective Board Member,

Your interest in becoming a member of The Quincy School District School Board is commendable. Serving on a school board is, without question, an investment of time and energy. Most board members agree, however, that the personal satisfaction they gain far outweighs the challenges associated with this work. Thank you for your willingness to work on behalf of the students, parents, community members, and staff of Quincy Schools.

The School Board and Superintendent are fully committed to the development of an effective orientation for its new Board members. This document will serve to provide a formalized mentor program and orientation plan in an effort to provide you with the framework needed to begin your tenure.

The orientation plan is divided into three stages.

1. District Documents and Board Materials
2. New Board Member/Mentor Overview
3. Orientation with District and Building Administrators

### **Orientation Stage 1: Review of District Documents and Board Materials**

In order to provide a comprehensive orientation, a review of several key District documents and materials, School Board policies, and Board Operating Protocols will be helpful. You will find board policies on our district website:

<https://app.eduportal.com/publicfolders/1098141/list/44280>

You will be given a copy of the Quincy School Board Operating Protocols, District Strategic Plan, current District Goals, Superintendent Evaluation Framework and current Superintendent Goals.

## **Orientation Stage 2: New Board Member/Mentor Overview**

1. Veteran Board members will be appointed by the Board President to mentor new Board members.
2. Following the certified election, mentors will contact new Board members to review the orientation documents and process.
3. Mentors will establish with new Board members a communication schedule that will facilitate conversations regarding Board roles and responsibilities and familiarization with District philosophies and practices.
4. Mentors will make themselves available for questions and concerns from new Board members between the election and January turnover meeting.

## **Orientation Stage 3: Meeting with District and Building Administrators**

An essential part of new Board member orientation includes visiting the schools and meeting with administrative team members. It is through these visits that new Board members are best able to see the rich learning experience that Quincy School District provides. Administrative team members will provide resources, discuss initiatives, and be available to answer questions to help new members gain insights and a comprehensive introduction to the matters that are brought to the Board regularly for discussion and action.

**New Board members will participate in an orientation, held over several days. Each day you will have the opportunity to meet with a veteran Board Member as you are introduced to various staff and administrators in our district.**

**Session 1:** *Superintendent- John Boyd, Assistant Superintendent-Nik Bergman, and Business Manager- Tia Stoddard and a WSSDA Representative* will discuss Board Roles and Responsibilities, Board Policy, Board Meetings and Packets, Strategic Planning, and Finances.

**Session 2:** *Superintendent John Boyd, and Facility Manager, Tom Harris* will meet with new Board members to tour the facilities and meet building administration.

**Session 3:** *Director of Teaching and Learning, Alicen Gaytley, and Director of Technology, Chris Molitor,* will meet with new Board members to provide a deeper understanding of the Teaching and Learning initiatives and technology infrastructure

**Session 4:** *Executive Director of Special Education, Assessment and Student Services- Victoria Hodge, Special Education Director-Jon Wright, Transportation Director, Rob Henne and Food Service Director-Nicole Boatwright,* will meet with new Board members to provide an overview of the work and initiatives that these departments are responsible for implementing.

Orientation is one step in the development of Board Members. In addition the Board holds a retreat and attends the annual WSSDA Conference and annual Equity Conference in an effort to provide ongoing opportunities for continued growth throughout the year both within and outside the District.

**Exit Survey:** In recognition of the wealth of information gathered during Board service on the School Board, members whose term has been completed are asked to complete the following survey questions:

- (1) Why did you originally agree to serve on the Board?
- (2) Was your understanding about the requirements of serving consistent with your actual Board experience?
- (3) What did you like best and least about serving on the Board?
- (4) If you could do the job over again what would you do differently?
- (5) What suggestions would you make for improving the way the Board operates?
- (6) What would you like your involvement with The Winnetka Public <sup>[[ ]]</sup><sub>SEP</sub> Schools to be in the future?
- (7) What advice would you offer to incoming Board members?
- (8) What are some things that would be important to tell Board candidates about the Board?
- (9) Is there anything else you would like to share with the Board?