



**Responsible Office:** Office of the Board of Trustees & Superintendent

**BOARD POLICY 9062**  
**ORIENTATION AND CONTINUOUS EDUCATION**  
**OF THE BOARD OF TRUSTEES**

**PURPOSE**

The Board of Trustees (“Board”) believes in the importance of the orientation and continuous education of its members as a vital component of its governing mission. Orientation of the Board of Trustees will be conducted in order to provide important information regarding the Washoe County School District’s (“District”) Operations as well as the roles and responsibilities of the Board of Trustees. Opportunities for continuous education will be provided to enable members of the Board of Trustees to develop and improve their governing skills.

**POLICY**

1. Governing Principles
  - a. The Board of Trustees supports the continuous education and development of its members by recognizing that the knowledge required for Trustees to perform their duties goes beyond on-the-job training.
  - b. In keeping with the need for ongoing training to enhance effective governance, the Board encourages the participation of its members at appropriate Board conferences, workshops, conventions, and professional development opportunities.
2. Governing Practices
  - a. Orientation
    - i. A structured orientation program will be provided annually as needed and to new members of the Board of Trustees. The program will be developed under the direction of the Clerk of the Board of Trustees.
    - ii. New Members
      1. New members of the Board of Trustees shall participate in an orientation program to ensure effective board and

individual performance, smooth the transition to the Board, and introduce them to their fiduciary responsibilities and to the culture of public education. The program is designed to familiarize new Board members with applicable state and federal laws and regulations, and the District's Board Policies and other governing documents; budget; facilities; curriculum; and other pertinent subjects. Experienced Board members, appropriate administrators, and others may be utilized as presenters.

2. New board members will begin their orientation as soon as able after the election or appointment results are known.
3. New members are encouraged to attend additional orientation opportunities conducted by relevant state and national organizations, such as the Nevada Association of School Boards and/or the National School Boards Association.

iii. Existing Members

1. Veteran board members will use the orientation process as an opportunity to refresh their knowledge of District policies and processes.

b. Continuous Education and Development

- i. In accordance with state law, each Trustee shall, in the first and third year of each term served, complete at least 6 hours of instruction in:
  1. Laws relating to public records;
  2. Nevada Open Meeting Law;
  3. local government employee-management relations;
  4. Nevada K-12 public education system;
  5. Governmental ethics;
  6. Identifying and preventing violence in schools;
  7. Financial management;
  8. Fiduciary duties of the Board; and
  9. Laws relating to employment and contracts.

- ii. Board members shall receive on-going, annual training and assessments in effective governance. All training sessions shall be provided by personnel trained in the Balanced Governance Model. Board training shall be included annually into the Board Master Calendar. Board professional development shall include:
  - 1. Annual Board self-assessment including the Balanced Governance Model Board standards and the Balanced Governance Model Individual Board Member Characteristics.
  - 2. Regular external Board evaluation including the Balanced Governance Model Board Standards, the Balanced Governance Model Individual Board Member Characteristics, and Balanced Governance Model Effective Board Meeting Elements.
  - 3. Orientation training in the Balanced Governance Model, general operations and administrative functions important to the District, and statutory requirements for new Board members. This training should be given within 30 days for the Trustees election or appointment. Seated and returning Trustees should participate in any orientation training provided to the District.
  - 4. Periodic formative Board observation and evaluation including the Balanced Governance Model Board Standards, the Balanced Governance Model Individual Board Member Characteristics.
- iii. Funds for participation at such meetings will be budgeted for on an annual basis.
- c. The Superintendent shall designate appropriate staff to assist the Trustees with the requirements included in this policy, to include providing opportunities and tracking compliance.

## **DESIRED OUTCOMES**

- 1. Through this policy, the Board of Trustees states its commitment to:
  - a. An orientation program enabling members of the Board of Trustees to:
    - i. Fulfill the roles and responsibilities of officers and members of the Board of Trustees;
    - ii. Demonstrate familiarity with the broad, general issues of the District;

- iii. Participate in Board discussions regarding the mission, vision and beliefs of the District; and,
  - iv. Understand the overall financial status of the District.
- b. A program of continuous education and development enabling members to:
- i. Develop and continuously improve their understanding of their roles as policy makers; and,
  - ii. Effectively evaluate the Superintendent based on processes determined by the Board of Trustees.

### **IMPLEMENTATION GUIDELINES**

1. This policy reflects the goals of the District's Strategic Plan and aligns to the governing documents of the District, to include:
  - a. Manual 9125, Board of Trustees' Reference and Orientation Handbook
2. This policy aligns with "The Key Works of School Boards: National School Board Association."
3. This policy aligns/complies with Nevada Revised Statutes (NRS), to include, Chapter 386, Local Government Administration, and specifically:
  - a. NRS 386.327, Required professional development for trustees; ...

### **REVIEW AND REPORTING**

1. This policy shall be reviewed bi-annually in conjunction with the election of the Trustees.

### **REVISION HISTORY**

Date	Revision	Modification
4/8/2008	1.0	Adopted
12/10/2013	2.0	Revised: Merged with Board Policy 9011
10/25/2016	3.0	Revised: to align with Balanced Governance, number changed from 9009
8/28/2018	4.0	Revised: to incorporate statutory changes related to continuous education (NRS 386.327)