



What every new board member needs to know
– about the district –

Need to know:

10. Grade levels served by the district: _____

11. Number of students enrolled: Total: _____

Pre-school _____ Elementary school _____ Middle school _____

High school _____ Continuation school _____ Adult Ed. _____

12. STUDENT POPULATION:

Ethnic groups by percentage: _____

Percentage of English language learners: _____

Primary languages spoken at home other than English: _____

Percentage of students receiving free or reduced lunch: _____

13. Number of square miles the district covers: _____

14. Home to school transportation: District operated? _____ Contracted to? _____

15. Number of schools: Total: _____

Pre-schools _____ Elementary schools _____ Middle schools _____

High schools _____ Continuation schools _____ Adult Ed. _____

16. District office departments:	Title and name of department head:	Phone number:



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17. Standing advisory committees,

Panels or commissions:	Staff member responsible:	Board representation:

18. DISTRICT DOCUMENTS:

Setting direction documents: _____

(Might include some or all of the following: Core values and beliefs; vision statement / mission statement; motto / logo; strategic goals / annual goals: district objectives)

Budget _____ **General fund budget = \$** _____

Policy book _____ **District administrative calendar** _____

Collective bargaining agreements _____ **Long range facilities plan** _____

19. CURRENT DISTRICT ISSUES: STATUS OF THE ISSUE:



What every new board member needs to know – about governance team operations –

Need to know:

1. Board meeting dates and times: _____

Board officers:	Role:
President:	
Vice president:	
Clerk:	
Secretary:	
Other:	

3. Order of items on the board meeting agenda:

1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

4. The purpose of the public comment section of the board meeting: _____

5. The purpose of the board comment section of the board meeting: _____

6. GOVERNANCE NORMS – How we behave toward members of the governance team and others:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.



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Need to know:

7. GOVERNANCE PROTOCOLS – How we do business:

How the board meeting agenda is developed and reviewed and by whom:	
Placing items on the board meeting agenda:	
Obtaining additional information about board meeting agenda items before the meeting:	
Obtaining answers to questions about board meeting agenda items before the meeting:	
Alerting the board president of the desire to speak on a particular agenda item:	
Introducing new ideas for the board’s consideration:	
Responding to staff or community complaints or concerns at board meetings:	
Communications between and among the board, board members and the superintendent:	
Communications between the board and other staff:	
Responding to community or staff complaints or concerns outside of board meetings:	
How, when and whom to notify about visiting school sites or participating in district activities:	



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Need to know:

GOVERNANCE PROTOCOLS – continued:

Individual board member requests for information from staff:	
Board member participation on district committees and in district activities:	
When and how the board conducts a self-evaluation:	
When and how the board evaluates the superintendent:	

9. When and how the board evaluates the superintendent _____

10. When and how the board conducts a self-evaluation _____

11. GOVERNANCE DOCUMENTS:

- District policies
- Board bylaws – (9000 Series of policy book)
- The Brown Act
- CSBA Professional Governance Standards
- District setting direction documents
- District budget development calendar
- Annual governance calendar
- Governance handbook



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Need to know:

12. BOARD MEMBER BENEFITS:

Stipend:	
Health benefits:	
Attending conferences / educational meetings / community events:	
Making reservations for conferences / workshops / district business trips:	
Travel Expenses and Reimbursements:	

