New Board Member Orientation

What Every New Board Member Needs to Know

csba

What Every New Board Member Needs To Know

– About The District –

Need to Know:

1. Name of school district:

2. School district address:

3. Main district phone number:

4. Superintendent:

Phone:	Cell Phone:	Email:

5. Superintendent's Secretary / Assistant:

Phone:	FAX:	Email:

6. Other board members:

Home Phone:	Work phone:	Email:

7. Communities served by the district:

8. Number of employees in district: Certificated_____ Classified_____

9. What unions are in place?

	President
	President
	President
	President

csba

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 _____ Charter schools _____ Adult Ed. _____

16.

District Office Departments:	Title & Name of Department Head:	Phone Number:

csba

Need to Know:

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:

Current District Issues:	Status of the Issue:

csba

Need to Know:

20. District Schools:

Name of School:	Grade Levels:	Principal:	Phone Number:

What Every New Board Member Needs To Know

– About Governance Team Operations –

Need to Know:

1. Board meeting dates and times: _____

2. Board Officers: Role:

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.

csba

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:	

csba

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

csba

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:	

csba

What Every New Board Member Needs to Know
– About The District – About Governance Team Operations –

Notes:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____