# New Board Member Orientation

What Every New Board Member Needs to Know





# 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:

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1. Communities served by the district:

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| --- | --- | --- |
| 8. | Number of employees in district: | Certificated Classified  |
| 9. | What unions are in place? |  President  |
|  |  President  |
|  President  |
|  President  |

1. Grade levels served by the district:
2. Number of students enrolled: Total:

 Pre-school Elementary school Middle school

 High school Continuation school Adult Ed.

1. 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:

1. Number of square miles the district covers:
2. Home to school transportation: District operated? Contracted to?
3. Number of schools: Total:

 Pre-schools Elementary schools Middle schools High schools

 Continuation schools Charter schools Adult Ed.

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

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1. Standing Advisory Committees,

Panels or Commissions: Staff Member Responsible: Board Representation:

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1. 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**

1. Current District Issues: Status of the Issue:
2. District Schools:

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

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# 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:

|  |  |
| --- | --- |
| President: |  |
| Vice President: |  |
| Clerk: |  |
| Secretary: |  |
| Other: |  |

1. Order of items on the board meeting agenda:

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

1. The purpose of the Public Comment section of the board meeting:

1. The purpose of the Board Comment section of the board meeting:

1. Governance Norms – How we behave toward members of the governance team and others:

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

1. Governance Protocols – How we do business:

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| --- | --- |
| 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: |  |

Governance Protocols – continued:

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| --- | --- |
| 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: |  |
|  |  |

1. When and how the board evaluates the superintendent

1. When and how the board conducts a self-evaluation

1. Governance Documents:

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| --- | --- |
| * 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
 |

1. Board Member Benefits:

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

**What Every New Board Member Needs to Know**

**– About the District – About Governance Team Operations –**

**Notes:**