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

* About The District –

 (INSERT District Logo)

|  |  |
| --- | --- |
| **Name of school district** |       |
| **School district address** |

|  |  |
| --- | --- |
| **Physical** | **Website**      |

 |
| **Main district phone number** |  |
| **Superintendent** |

|  |  |  |
| --- | --- | --- |
| **Phone** | **Cell Phone:** | **E-mail:** |

 |
| **Superintendent’s Secretary / Assistant**  |

|  |  |  |
| --- | --- | --- |
| **Phone** | **Cell Phone:** | **E-mail:** |

 |
| **Other board members** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Home Phone** | **Cell Phone:** | **E-mail:** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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| **Communities served by the district** | 1.      2.      3.      4.      5.      6.      7.      8.      9.      10.       |
| **Number of employees in district** |

|  |  |
| --- | --- |
| Certificated      | Classified      |

 |
| **Number of students enrolled** |

|  |  |
| --- | --- |
| Total |       |
| Elementary school |       |
| Middle school |       |
| High School |       |
| Other |       |

 |
| **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 |       |

 |
| **Number of square miles the district covers** |  |
| **Home to school transportation**  | District operated [ ]  or, Contracted to:       |
| **Number of schools** |

|  |  |
| --- | --- |
| **Total** |       |
| **Elementary school** |       |
| **Middle school** |       |
| **High School** |       |
| **Charter Schools** |       |
| **Other** |       |

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| **District Office Departments** |

|  |  |
| --- | --- |
| **Title & Name of Department Head** | **Phone Number** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

 |
| **District Schools** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Principal’s Name** | **Grades** | **Phone** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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| **Board meeting dates and times** |       |
| **District’s state and national representatives**  |

|  |  |
| --- | --- |
| Delegation in Juneau |       |
| Washington DC Delegation |       |

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| **Established community partners** |

|  |  |
| --- | --- |
| **WHO** | **WHAT IS PARTNERSHIP?**  |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

 |
| **DEED website and Important pages on site**  |       |
| **District Legal Council** |       |
| **Board officers**  |

|  |  |
| --- | --- |
| **President/Chair:** |       |
| **Vice-President/Chair:** |       |
| **Clerk:** |       |
| **Secretary:** |       |
| **Other:** |       |

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| **Governance Protocols** | How we do business:

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| --- |
| 1. How the board meeting agenda is developed and reviewed and by whom?
2. How do items get placed on the board meeting agenda?
3. How does a board member introduce new ideas for the board’s consideration?
4. How does a board member obtain additional information about board meeting agenda items before the meeting?
5. What is the purpose and what are the rules of the board comment section?
6. When should you expect to receive board meeting materials and how will you receive them?
7. How do board members respond to staff or community complaints or concerns at board meetings, How should board members respond to staff and public comments?
8. What is the board’s practice for communication between board members, with the superintendent, with administration and staff or requests for information?
9. How, when and whom do I notify about visiting school sites or participating in district activities?
10. What information is confidential?
11. Who is the spokesperson for the board?
12. Does the board have a chain of command? If so what is it?
13. How does a board member participation on district committees and in district activities?
14. How is board leadership selected (president, vice, etc.)
15. Who can call the attorney with questions?
16. What can we enter into Executive Session to discuss?
17. What is a work session and how often do we have them?
18. What is a board retreat and how often do we have them?
19. When not in an official meeting, how many board members can gather without breaking the Open meeting law?
20. How do we work with the local Advisory committee?
21. I am from community “A” is that the only community I represent?
22. When and how the board conducts a self-evaluation?
23. When and how the board evaluates the superintendent?
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| **Governance Material** | [ ]  District Policies |
|  | [ ]  District Setting Direction Documents (past notes from Board Retreat/Self assessments) |
|  | [ ]  Board Bylaws – (9000 Series of Policy Book) |
|  | [ ]  AASB Board Standards |
|  | [ ]  District Budget Development Calendar |
|  | [ ]  Becoming a Better Board member Handbook (AASB) |
|  | [ ]  DEED Website |
|  | [ ]  AASB contacts |
|  | [ ]  NSBA contact |
|  | [ ]  Open Meeting Law (Alaska) |
|  | [ ]  Code of Ethics for School Board Members |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
| **District** **Documents** | Core Values and Beliefs  |
|  | Vision Statement |
|  | Mission Statement |
|  | Strategic Goals |
|  | Board Developed Annual Goals |
|  | Facilities plan/ Long Range Facilities Plan |
|  | Curriculum plan |
|  | Technology plan |
|  | District Objectives |
|  | Budget  |
|  | General Fund Budget $ |
|  | Recent audit report and collective action plan |
|  | Policy Manuel  |
|  | District Administrative Calendar |
|  | Collective Bargaining Agreements |
|  | Last 6 months of minutes (or link to them) |
|  | School Calendar |
|  | Board Yearly Calendar; all dates for the year for the board |
|  | Negotiated Agreements |
|  | Superintendents Current Contract |
|  | District Org. Chart |
|  | District report card and star rating (DEED) |
|  | Parliamentary procedure guidelines |
|  | Recent student test scores |
|  | District handbook |
|  |       |
|  |       |
|  |       |
|  |       |
| **Meeting with the Board President** | [ ]  Role of board members[ ]  Review of agenda progress[ ]  Review of board governance model[ ]  Review of meeting protocol[ ]  Reorganization meeting; what to expect[ ]  Board meetings, usual date, time, location[ ]  Weekly Weekend updates[ ]  Annual board retreat(s)\[ ]  Board planning calendar[ ]  Goal setting workshops[ ]  Provide a mentor[ ]  Provide info on AASB[ ]  Review Chain of Command on board[ ]  Professional development opportunities for board members[ ]  Talk about AASB Board Academies (spring, winter, fall)[ ]  Explain Fly-Ins and meetings with legislatures[ ]  Relationship with AASB/NSBA[ ]  Relationship with outside entities; chamber, muni, etc.[ ]  Complaint process and chain of command[ ]  Avoid micro-management[ ]  Relationship with Advisory boards/ and groups[ ]  Current board goals[ ]  Superintendent is the ONLY employee of the board[ ]  Superintendent is ex-officio member of the board[ ]  KIDS FIRST![ ]  As board members we need to adhere to all policies set out for our staff and students[ ]  We represent the entire district not special interest groups |
| **Meeting with Administrator(s)** | [ ]  Organizational chart [ ]  Superintendent overview of the district and her/his roles[ ]  Meeting with the Business manager for learn about district finance and budget process[ ]  Ex. Admin to discuss electronic board meetings[ ]  How do they like to be communicated with?? Email? Text? In person?[ ]  You are welcome to attend teacher in-services, esp. the first of the year one[ ]  District and department goals[ ]  Introductions to district offices/directors/coordinators[ ]  Hot topics at the local and state level |
| **Current District Issues** |

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| --- |
| State wide      |
| Local or regionally      |
| Other      |

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| **Tour of Facilities** | Work with Superintendent to take a tour/walk though of buildings/playgrounds and district facilities |

**OPTIONAL:**

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

**\*Suggestion was to create a laminated contact card with contact information of the board and district on one side and travel information (local airport #’s, hotel #’s, car rental info etc) for each board member.**