



What Every New Board Member Needs To Know

– About The District –

1. Name of school district: _____

2. School district address: _____

3. Main district phone number: _____

4. Superintendent: Phone: Cell Phone: E-mail:

_____	_____	_____	_____
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5. Superintendent's Assistant: Phone: FAX: E-mail:

_____	_____	_____	_____
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6. Other board members: Hm Phone: Wrk. phone: E-mail:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Communities served by the district: _____

8. Number of employees in district: Certificated _____ Classified _____

9. What unions are in place? _____ President _____

_____ President _____

_____ President _____

_____ President _____

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10. Grade levels served by the district: _____

11. Number of schools: _____ Total: _____

4-Year Old K _____ Elementary school _____ Middle school _____

High school _____ Alternative school _____ Charter school _____

Other school-owned properties _____ Other Community services (recreation dept., etc.) _____

Other school-leased properties _____

12. Number of students enrolled: _____ Total: _____

4-Year Old K _____ Elementary school _____ Middle school _____

High school _____ Alternative school(s) _____ Charter school(s) _____

13. 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: _____

14. Number of square miles the district covers: _____

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

16. District Office Departments:

Name	Title	Phone Number	Email address

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17. Standing Advisory Committees, Panels or Commissions:

Staff Member Responsible	Board Representation	Other Information

Questions to consider

What are the purposes of these committees?
 Do committees make decisions for the board or make recommendations?
 How does a Committee of the Whole differ from a standing advisory committee and/or a regular board meeting?

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
Policy Book
Employee Handbook
Collective Bargaining Agreements
District Strategic Plan | School Improvement Plans
General Fund Budget
District Calendar
Long Range Facilities Plan
Staff Development Plans |
|--|--|

19.

CURRENT DISTRICT ISSUES	STATUS OF THE ISSUE

Questions to consider

What changes have occurred in the district in the past five years? What changes are anticipated in the next five years?
 How does the board set and monitor district performance and goals? What are the district's mission, vision and strategic plan? How does the board evaluate programs?

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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:	

7. GOVERNANCE PROTOCOLS – continued:

How, when and whom to notify about visiting school sites or participating in district activities:	
Individual board member requests for information from staff:	
Board member participation on district committees and in district activities:	
When does the board seek legal advice?	
When and how the board conducts a self-evaluation:	
When and how does the board evaluate the superintendent? Is there a policy that defines the relationship between the board and superintendent?	

Questions for consideration

Do these norms and protocols align with board policy?

When was the last time the board reviewed the Board Operations section of the policy manual?

WASB suggests the board review this section annually, as part of the board organizational meeting that is held in the spring.

8. GOVERNANCE DOCUMENTS:

District Policies

Board Operating Procedures (included in District Policies)

Location of District Policy Book

Questions for consideration

What are the board's policies? How up-to-date are the policies? Is there a process or committee that reviews and updates policies? How does the board know policies are implemented in the schools?

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District Setting Direction Documents

List and questions are included in Section 18 in "About the District".

Annual Governance Calendar

When and how are data presented to the board?

When are goals reviewed?

When does the board engage with the community?

What is the process and timeline for budget deliberations?

When does the board evaluate superintendent?

When does the board do a self-evaluation?

How does the board use the referendum process? What is the history of bond referendum in the district?

9. BOARD MEMBER SALARY/STIPEND (if applicable):

10. OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT:

Attending conferences / educational meetings / community events:	
Making reservations for conferences / workshops / district business trips:	

11. TRAVEL EXPENSES AND REIMBURSEMENTS:

