



WHAT EVERY NEW BOARD MEMBER NEEDS TO KNOW – ABOUT THIS DISTRICT –

OUR DISTRICT'S VALUES

OUR DISTRICT'S VISION STATEMENT

OUR DISTRICT'S MISSION STATEMENT

BASICS

Name of school district _____

School district address _____

Main district phone number _____

Website _____

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Communities served by the district _____

Square miles the district covers _____

Number of employees in district Certified: _____ Classified: _____

PEOPLE

Superintendent:	Phone:	Cell Phone:	E-mail:
_____	_____	_____	_____

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

Board Secretary:	Phone:	FAX:	E-mail:
_____	_____	_____	_____

Other board members:	Home Phone:	Work/Cell Phone:	E-mail:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

District Office Departments:

Name	Title	Phone Number	Email address

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Current Advisory Committees, Panels or Commissions:

Staff Member Responsible	Board Representation	Purpose of Group

SCHOOLS

Grade levels served by the district: _____

Number of schools: **Total:** _____
 Pre-School _____ Elementary school _____ Middle school _____
 High school _____ Alternative school _____ Charter school _____
 Other school-owned properties _____ Other school-leased properties _____
 Other Community services (recreation dept., etc.) _____

Number of students enrolled: **Total:** _____
 Pre-School _____ Elementary school _____ Middle school _____
 High school _____ Alternative school(s) _____ Charter school(s) _____

Enrollment Trends: _____

Home to school transportation: District operated? Yes ___ No ___
 Contracted to? _____

DISTRICT DOCUMENTS

Obtain copies of the following:

- | | |
|----------------------------|-------------------------------------|
| ✓ Budget | ✓ District's Strategic/Annual Goals |
| ✓ General Fund Budget | ✓ Board's Strategic/Annual Goals |
| ✓ Policy Book | ✓ Facilities &/or Technology Plans |
| ✓ District Calendar | ✓ Recent Board Minutes |
| ✓ Board Evaluation form | ✓ Other: _____ |
| ✓ C&CR Implementation Plan | ✓ Other: _____ |

RESOURCES

Pursuant to your Board Policy BBBB (Board Member Oath of Office) & ARS § 38-431.01(G):

“A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.”

- Arizona Open Meeting Law: <https://www.azag.gov/sgo>

Arizona Revised Statutes, Title 15 (Education)

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=15>

Arizona Department of Education <http://www.azed.gov/>

ASBA's listing of District Policy Manuals <http://lp.ctspublish.com/asba/>

Arizona School Boards Association <http://www.azsba.org/>

OUR GOVERNANCE NORMS (How we behave toward members of the governance team & others)

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

BOARD INFORMATION

Board meeting dates and times: _____

Board Officers	Name
President	
Vice-President	
Clerk	
Secretary	

Order of items on the board meeting agenda: (See Policy BEDB)

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

The purpose of the Public Comment section of the board meeting: _____

Questions for consideration

- What are the laws regarding open meetings?

- Why types of concerns are addressed in closed sessions?

- What is my responsibility in maintaining confidentiality when the public wants information that is discussed in closed session?

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OUR GOVERNANCE PROTOCOL (How we do business)

How the board meeting agenda is developed and reviewed and by whom (Policy BEDBA)	
How to place items on the board meeting agenda (Policy BEDBA)	
How to obtain additional information about board meeting agenda items before the meeting	
How to obtain answers to questions about board meeting agenda items before the meeting	
How to alert the board president of the desire to speak on a particular agenda item	
How to introduce new ideas for the board's consideration	
How to respond to staff or community complaints or concerns at board meetings	
How to communicate between and among the board, board members and the superintendent	
How to communicate between the board and other staff	
How to respond to community or staff complaints or concerns outside of board meetings	

OUR GOVERNANCE PROTOCOL (CONTINUED)

How to individually, as a board member, request information from staff	
How & when I will receive board meeting materials	
How & when does the board conduct the Superintendent evaluation	
How & when does the board conduct our own self-evaluation	
How, when & whom to notify about visiting school sites or participating in district activities	
When does the board seek legal advice	
Board member participation on district committees and in district activities	

Questions for consideration

- Do these norms and protocols align with board policy?
- When was the last time the board reviewed:
 - ... these protocol options as a whole?
 - ... the Board Operations section of the policy manual?
 - ... the Values, Mission & Vision for the District?
 - Who can give me some historical context?

ANNUAL GOVERNANCE CALENDAR

When and how are data presented to the board?

When are district & board goals reviewed?

When does the board engage with the community?

What is the process and timeline for budget deliberations?

When does the board evaluate the superintendent?

When does the board do our own self-evaluation?

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

BOARD MEMBER BENEFITS

Stipend &/or health benefits (if applicable)	
Attending conferences / educational meetings / community events	
Making reservations for conferences / workshops / district business trips	
Travel expenses and reimbursements	
Date of ASBA's next New Board Member Orientation training	
Other:	

SWOT ANALYSIS

FORCES INTERNAL TO THE ORGANIZATION	STRENGTHS	OPPORTUNITIES
	WEAKNESSES	THREATS
		FORCES EXTERNAL TO THE ORGANIZATION

This brainstorming activity is best completed by the entire board in a Work Study Session.

INTERNAL FORCES

STRENGTHS of the district are initiatives that are going very well, tie tightly with your success in achieving your district's mission/vision, or are very positively regarded. Consider enacting initiatives to guarantee you don't rest on your laurels.

WEAKNESSES of the district indicate items within the district that are not being addressed, shortcomings within the district, or other negatives (within the district's control) that should potentially be addressed to better align with the district's vision.

EXTERNAL FORCES

OPPORTUNITIES for the district include any activity/initiative/trend, outside the control of the district, that when harnessed &/or exploited will further support your long-term vision.

THREATS to the district include any activity/initiative/trend, outside the control of the district, that will likely impede your progress of improving student achievement &/or reaching your district's vision. Proactively and creatively overcoming realistic threats affecting the district's vision may well catapult the district to wild success.

