



NEW MEMBER ONBOARDING

New board members present an opportunity for superintendents and existing board members to provide an onboarding program that enables the individual to succeed as a board member and gives them the tools they need to hit the ground running. Additionally, when faced with an election, superintendents can make a significant difference by working hard to prepare a candidate for their new role and the responsibilities of being a school board member if elected. Providing a comprehensive new board member onboarding program and a board professional development plan for the first year of service will ensure the individual is equipped with the working knowledge and tools to serve the students in your district.

Orientation Plan for New Board Members:

To provide you with a starting point, we have included data points we consider important when orienting board members to their new role. Remember a new board member isn't just a new board member; you now have a completely new board. The new member isn't filling a former member's shoes--they have their own shoes!

The superintendent and/or board are not alone when facing the task of orienting the new board member(s). ASBA provides many resources to our members. Following an election, the Association provides professional development opportunities for the new board member, including New Board Member Orientation (NBMO) which is held in board election years the day before ASBA's December Annual Conference. You may locate a current list of board development workshops at www.azsba.org. Keep this in your favorites for quick reference. You also may want to consider holding work/study session and invite ASBA to conduct team transition training for your new board.

Immediately following the election and/or appointment of a new board member, the superintendent, board president, and current sitting board members should call and welcome the new member(s) to the leadership team. We have listed numerous tasks that should follow that phone call. This is not intended to be a complete list as there may be the need to orient a new board member to issues unique to your district but we hope this will give you the structure to formulate your own new board member onboarding program.



PREPARING FOR THE NEW BOARD MEMBER(S)

- Notify ASBA of any mid-year changes to your board with board member name, who they will replace as well as their home mailing address, cell phone number, and email address
- Register new board members for the next ASBA New Board Member Orientation (held on even numbered election years the day before the December Annual Conference)
- Organize your district's New Board Member Onboarding schedule (include current administrators, board president, and board members) and packets/information to distribute
- Invite the new board member to the district office to meet staff/tour district facilities as part of Onboarding

ONBOARDING MATERIALS TO BE REVIEWED:

District Information

- District name, address, main phone number, and website
- Map of district boundaries with legislative district overlay
- Contact information including email address and phone number for:
 - Superintendent
 - Superintendent Executive Assistant and/or Board Secretary (this could be 1 or 2 people depending on the district)
 - Board members (include any titles of the board each holds, i.e. president, clerk, etc.)
- Organizational Chart of the school district
- List of school sites with address, phone number, website, enrollment, special programs, and name of site administrator
- Number of other district owned properties, if applicable
- Student Population demographics including:
 - Percentage or number of English Language Learners
 - Number of primary languages spoken at home other than English



- Percentage or number of students receiving free or reduced lunch
- Percentage or number of students with special needs
- Ethnicity by population
- Information on enrollment trends
- District transportation overview (district operated or contracted, number of miles and students, etc.)
- District short and long-range goals, School Improvement Plans, if applicable, and strategic plan including timelines
- Explanation of the district's overall curriculum program, including local standards and assessments.
- District's educational philosophy.
- Most recent student test data.
- Explanation of the student transportation system

Board Information

- Explanation of authority and responsibilities of the board, superintendent, administrators, and individual board members.
- Board policy manual and administrative guidelines (or instructions for accessing manual on the district and Policy Bridge (<https://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>) on the ASBA website
- Minutes from the past year's board meetings (or direction on how to access online)
- Board meeting procedures utilized by board and explanation of how board meetings are conducted
- Explanation of the organization of the school board (officers, standing and ad hoc committees, if any, etc.)
- Explanation of the board's Code of Ethics
- Master calendar of board/district/activities
- If the board utilizes the committee structure, committee members could present the appropriate information during the new board member orientation.



Financial

- Current District Budget Summary: Explanation of how, when and by whom it is prepared; how educational needs are translated into a budget plan, how the money is derived, and the board's role in the process.
- Explanation of the assessed valuation and tax structure of the district.
- Explanation of the funding/budgeting process for school districts.
- Data to address current existing bond indebtedness of the district and when various building debts will expire.
- Information regarding federal aid to school district's education.
- Explanation of how the tax rate is determined.

Facilities

- Explanation of construction projects contemplated and in progress
- Description of the district's building maintenance program
- Current District Facility Survey/Plan

Human Resources

- District grievance procedures (i.e., public, staff, curriculum, student, etc.)
- District salary schedules and fringe benefit program, and recent salary array data for certificated staff and Administration
- Copies of all handbooks including Certified, Classified, Student, and other pertinent district handbooks
- Copy of the district's evaluation criteria and procedures for administrators, certificated and classified support staff
- Copy of the district's staff development program
- Copy of the Superintendent's Contract, evaluation (including timeline and process), job description, salary and benefits
- Copies of all district's collective bargaining agreement(s), if any and a brief history of recent collective bargaining activities in the district

Professional Development

- List of ASBA board member professional development opportunities throughout the year