



Board Operations Handbook



INTRODUCTION

ASBA developed a free, customizable board operations handbook template for member districts and their governing boards. Boards that develop a handbook will have an excellent opportunity to document how their board/governance team functions. It will also serve as a tool to orient newly elected or appointed board members.

Board Operations Manual Structure

Section 1: District Information

Section 2: Legal Issues and Board Leadership

Section 3: Getting Started

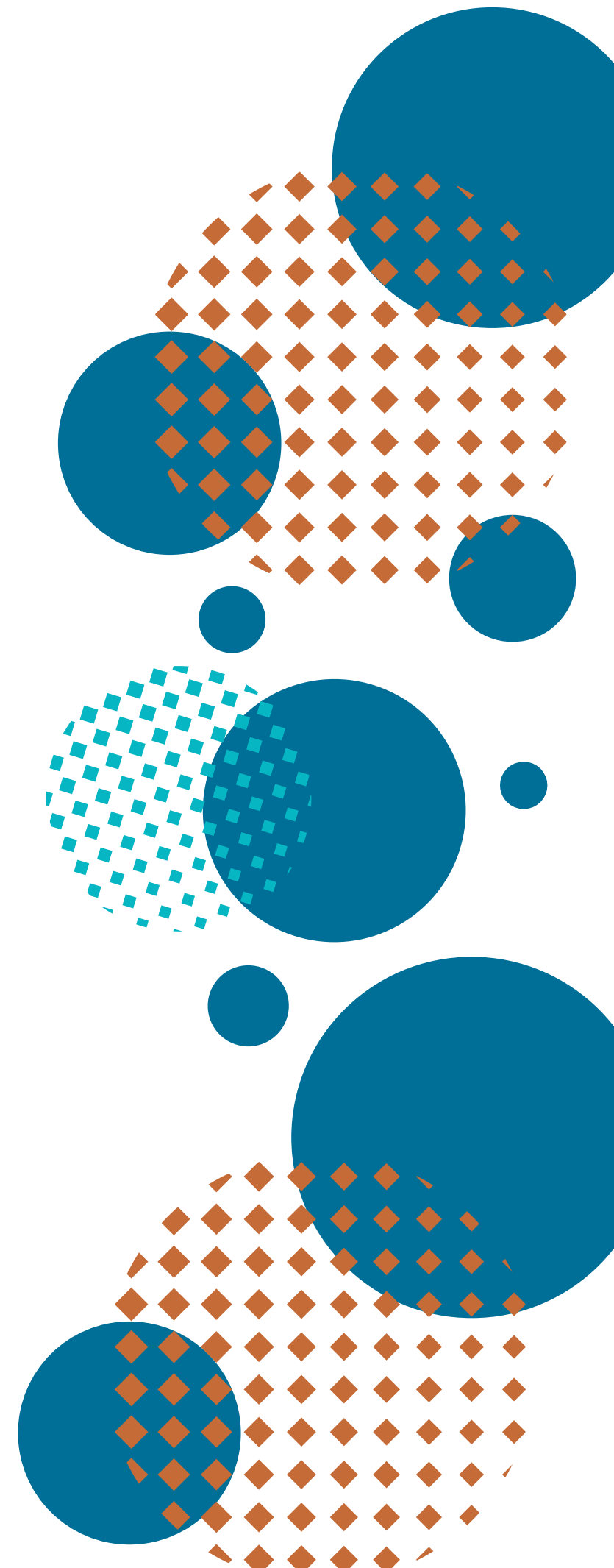
Section 4: The Job of the Board

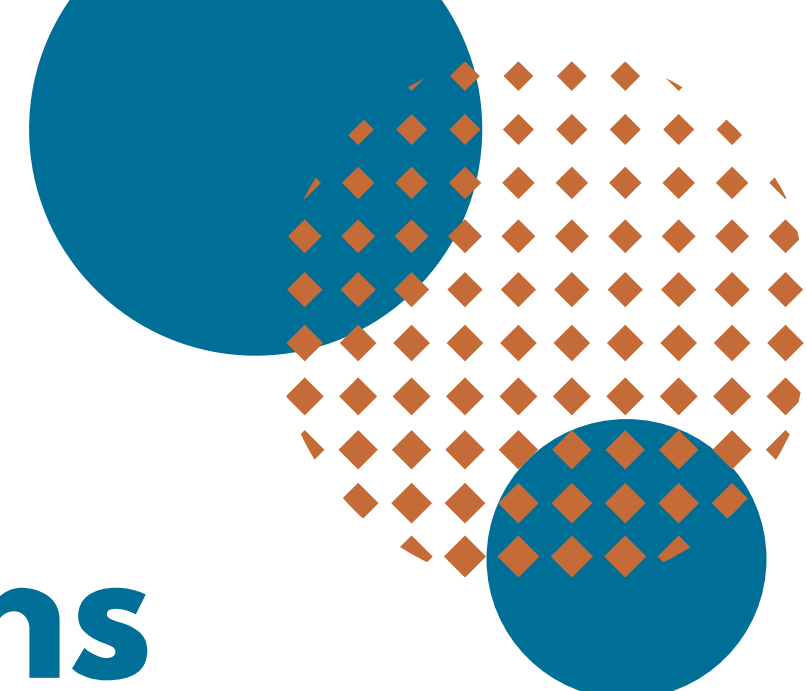
Section 5: The Job of the Superintendent

Section 6: Communication

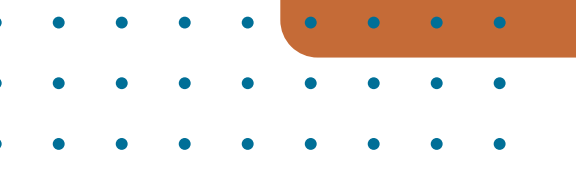
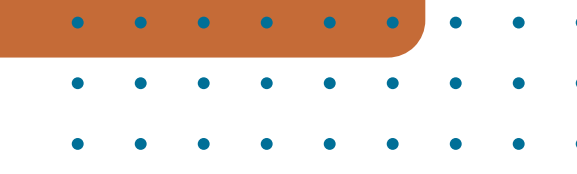
Section 7: Board Meetings and Governance

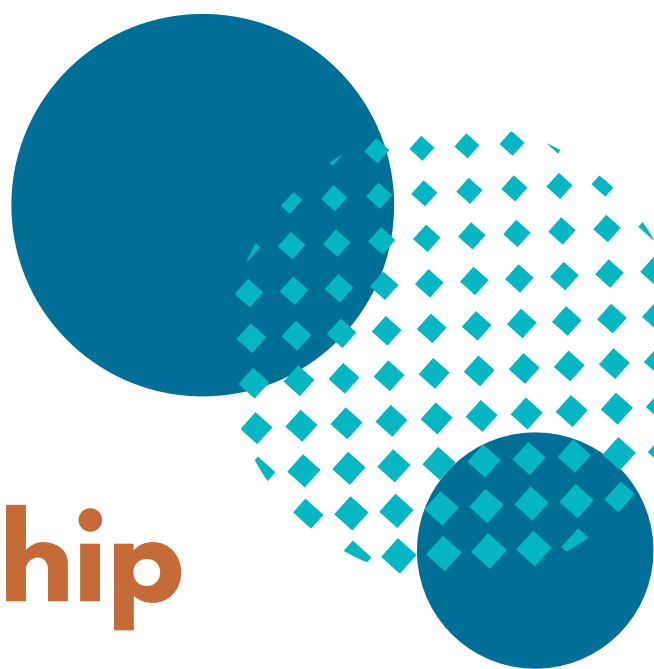
Section 8: Appendices



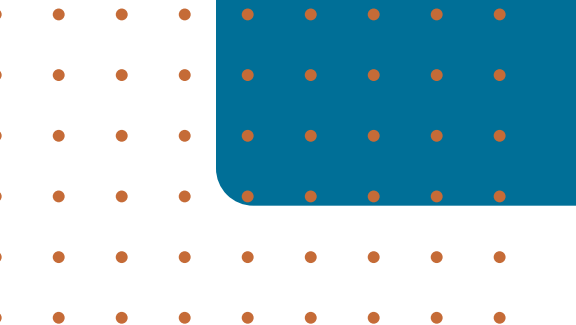
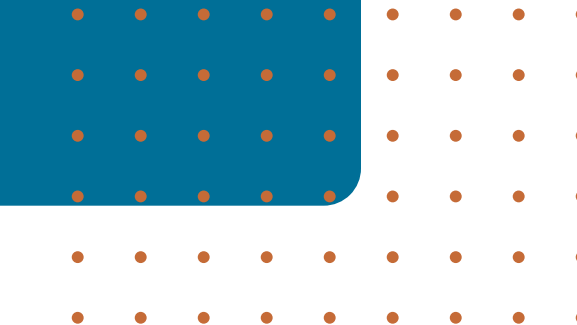


Section 1: District Operations

- District Information
 - Demographics
 - District Directory
 - Board Directory
 - Mission, Vision, Values
 - Strategic Plan
 - References for Further Information
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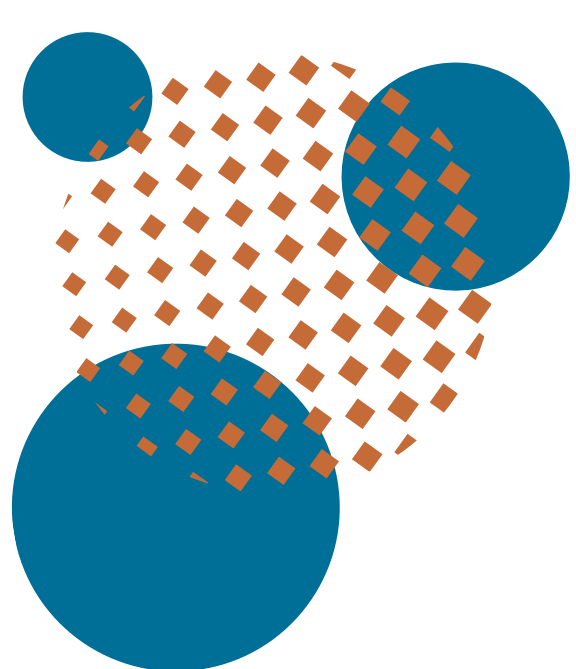
Section 2: Legal Issues around Board Leadership

- Legal Basis for Boards
 - Personal Liability
 - Power/Authority vs Influence
 - Open Meeting Law
 - Conflict of Interest
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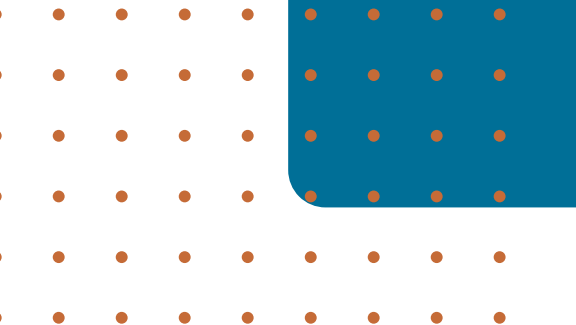
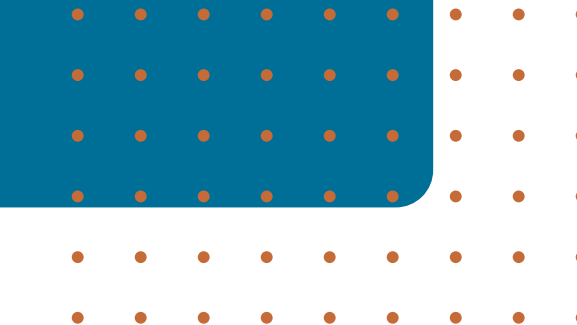


Section 3: Getting Started

- Taking Office
 - Term of Office
 - Oath of Office
 - Orientation and Onboarding
 - Organizational Meeting
 - Policy References
 - Board Organization
 - Organizational Meeting
 - Board Offices
 - Board Compensation
 - Expense Reimbursement
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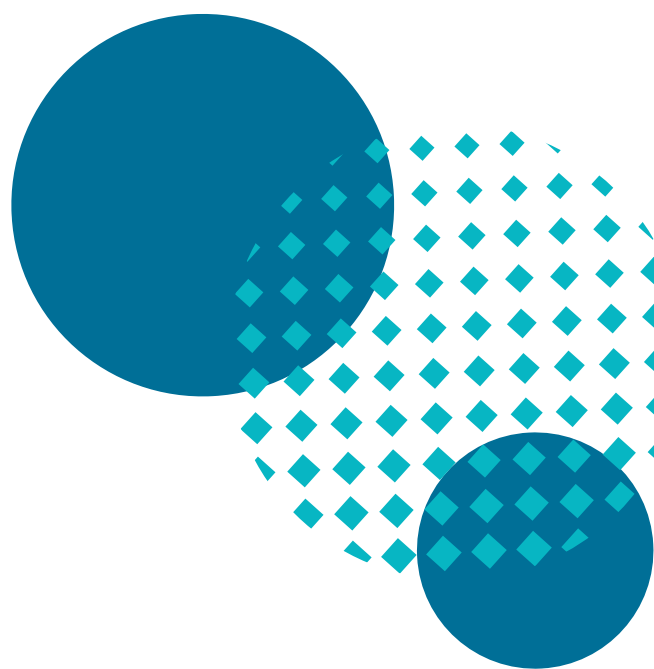
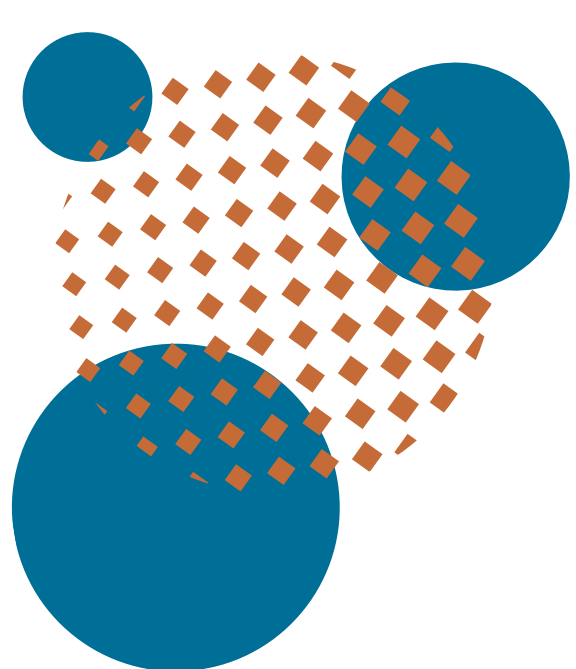
Section 4: The Job of the Board

- Learning the Job
 - Onboarding and Orientation
 - Learning from Board Colleagues
 - Mentorship
 - Ongoing Professional Development
 - Duties of the Board
 - Duties as an Individual Board Member
 - Board Time Commitment
 - Advocacy
 - Working as a Board Team
 - Board Governance Model
 - Code of Conduct
 - Board Norms
 - Eight Characteristics of Effective Boards
 - Board Self-Evaluation
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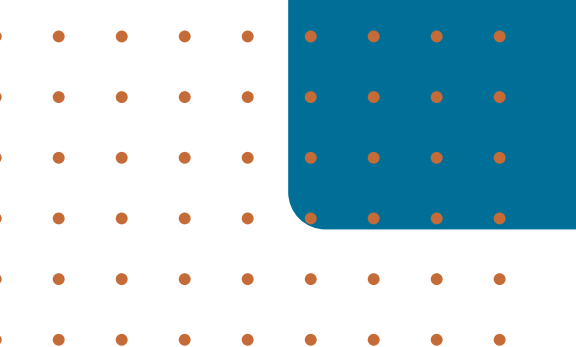
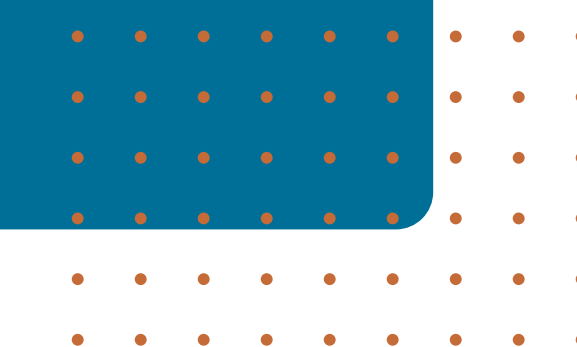


Section 5: The Job of the Superintendent

- Duties of the superintendent
 - Hiring a superintendent
 - Evaluating the superintendent
 - Role of the governance team
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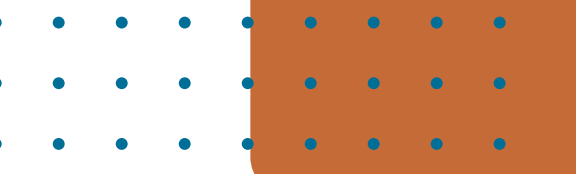


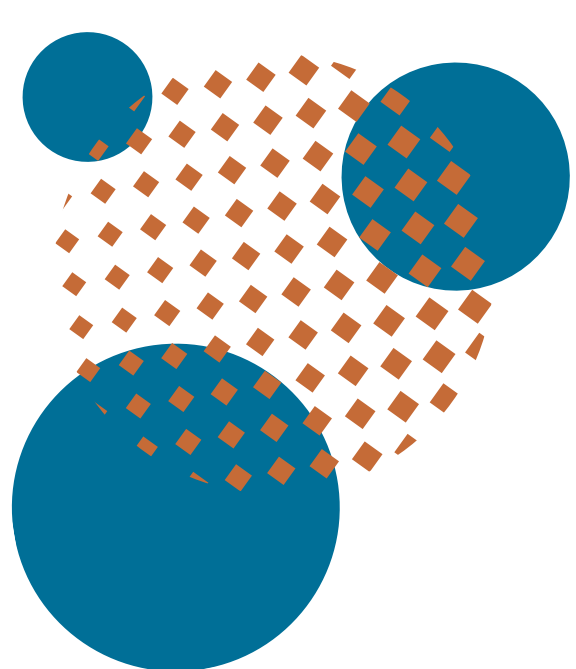
Section 6: Communication

- Communication Between Board Members
 - Communication with the Superintendent
 - Communication with District Administrators and Staff
 - Communication with Constituents including Staff, Students, Parents, and Community
 - Engaging with the Community
 - Communication with the Media
 - Communication on Social Media
 - Using a District Email
 - Reference for Further Information
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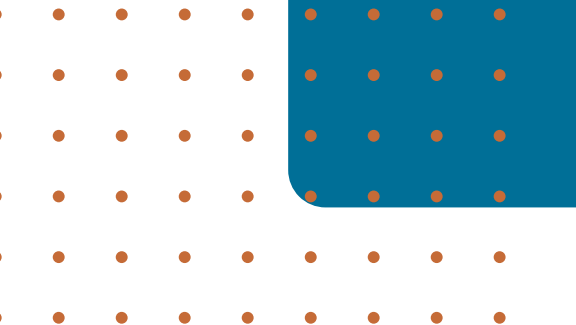
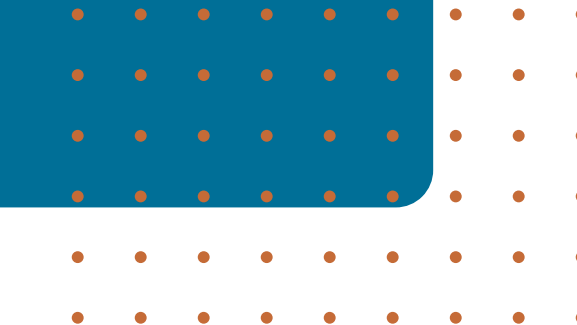


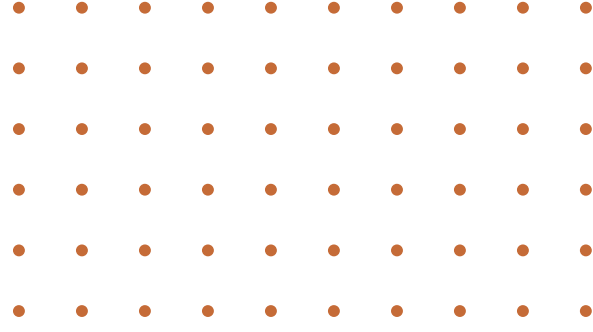
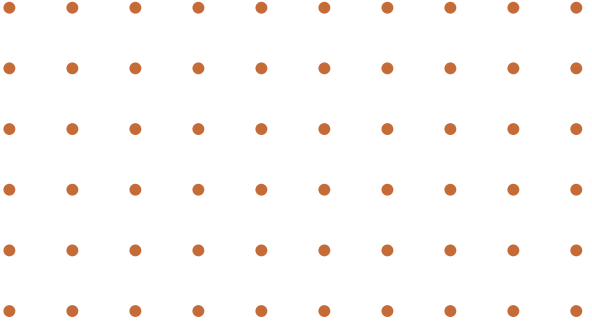
Section 7: Board Meetings and Governance

- Quorum of the Board
 - Types of Meetings
 - Meeting Operations
 - Meeting Notice
 - Attendance at Meetings
 - Acceptable Dress Code
 - Location of Meetings
 - Addressing Others
 - Presentations
 - Voting
 - Rules of Order
 - Presiding Officer
 - Superintendent's Role in Board Meetings
 - Public Comments to the Board
 - Board Committees
 - Agenda Procedures
 - Consent Agenda
 - Meeting Minutes
 - References for Further Information
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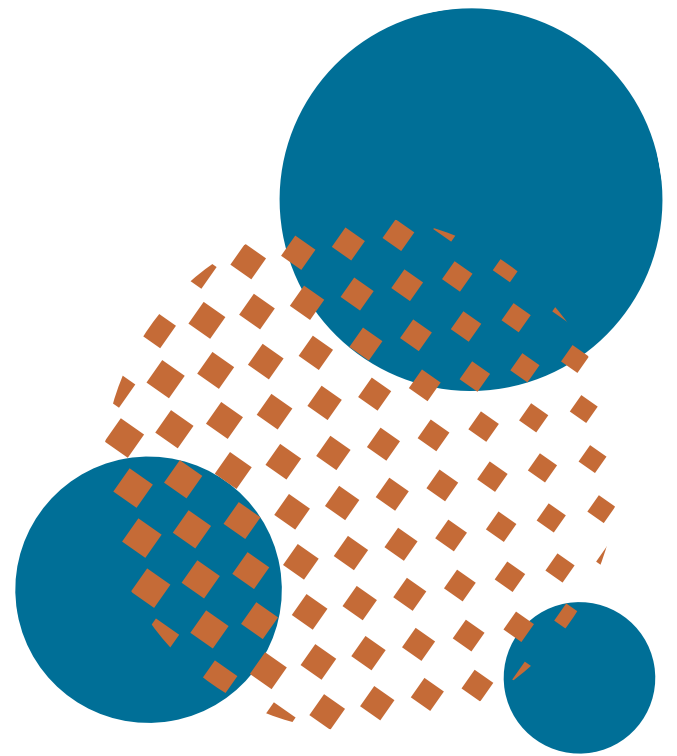
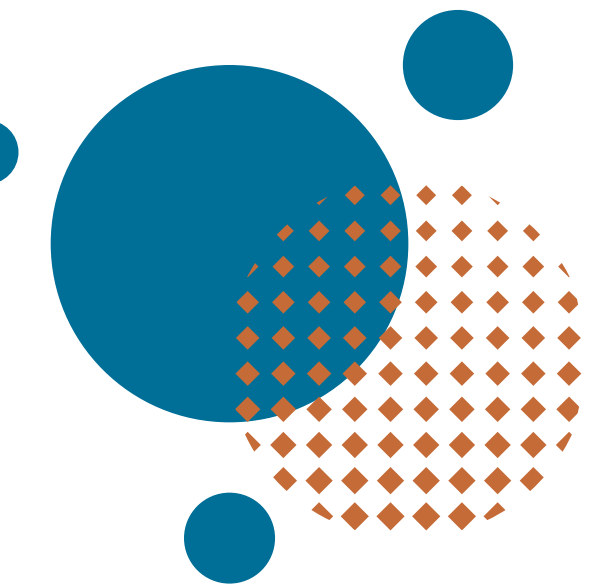


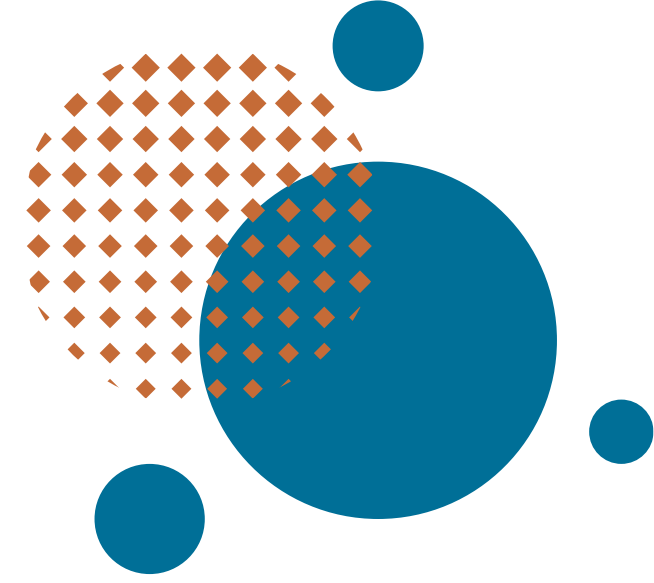
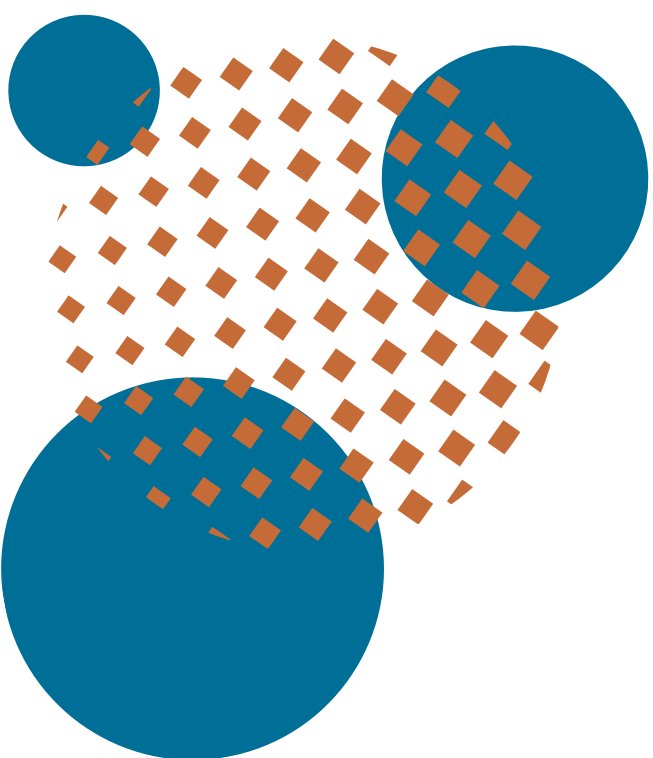
Section 8: Appendices

- Educational Acronyms
 - Resources for Effective Governance
 - New Board Member Onboarding Checklist
 - Board Monitoring Calendar
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Q & A





Thank You

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