

ONBOARDING NEW BOARD MEMBERS

Help new board members
navigate their first year on
the board!



Your Presenters



Liz Powell
Glendale
ESD

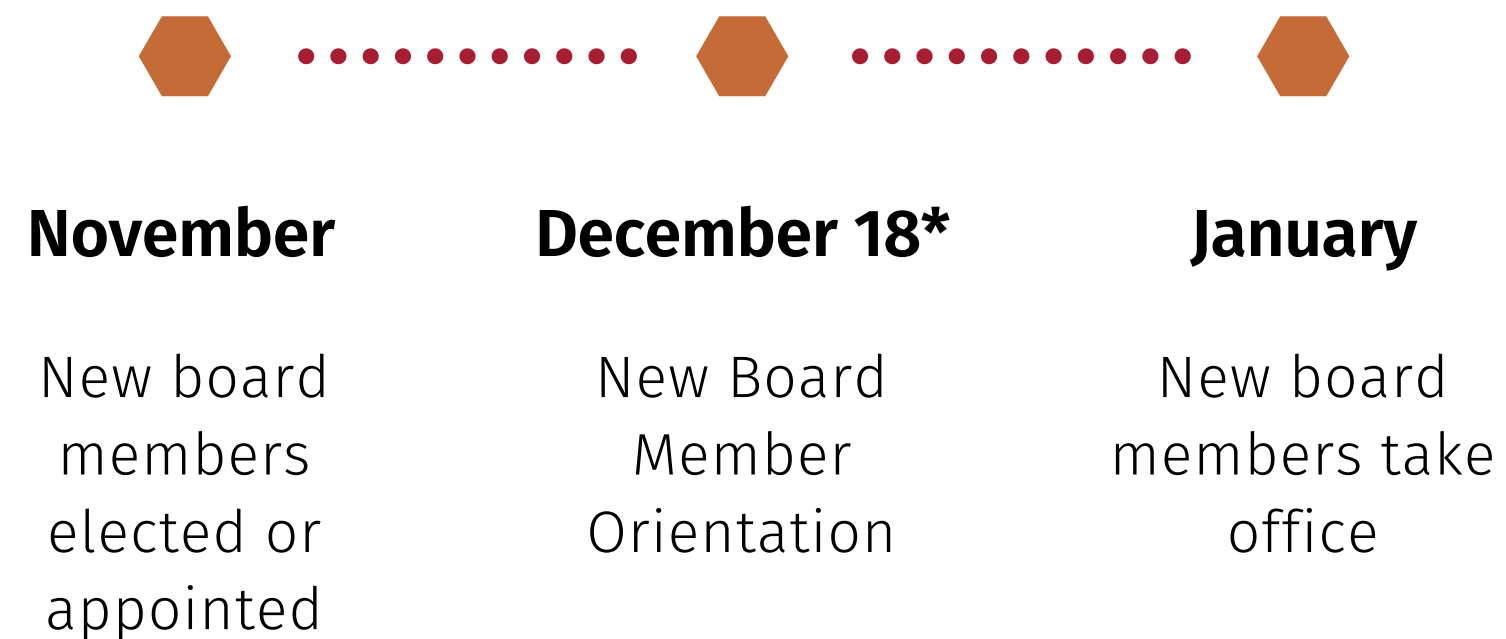


Sarah
James
ASBA



Julie
Bacon
ASBA

Timeline



8
Weeks

***Virtual New Board Member Orientation:
January 17, 2025**

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NEW BOARD MEMBER
ORIENTATION / HANDBOOK

A member-elect - or any person designated for appointment as a member-elect - of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

The member-elect is to be provided access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.

The Board President and members of the administrative staff will also confer with the member-elect as necessary on special problems or concerns.

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-342

38-431.01

LET'S BREAK IT DOWN...

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**What do
they need
to know?**



**Do you have
a plan?**



The background is a solid teal color. In the top-left corner, there is a large, irregular geometric shape composed of a white triangle and a brown trapezoid. In the bottom-right corner, there is another similar shape, also composed of a white triangle and a brown trapezoid.

**Give them something
productive to do...**

The background is a solid teal color. In the top-left corner, there is a large, stylized geometric shape composed of a white triangle and a brown trapezoid. In the bottom-right corner, there is a similar but smaller shape, also composed of a white triangle and a brown trapezoid.

...so they don't do something
not productive.



Board Information

And also...

Where to park

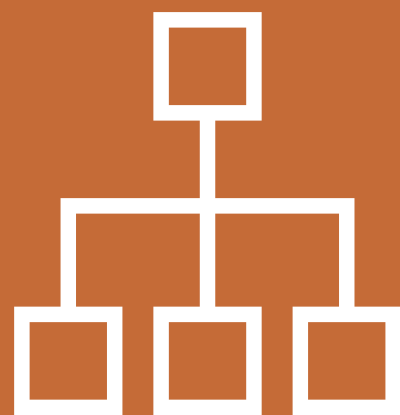
What to wear

Who to ask questions

How the board communicates

Board Information (PolicyBridge Reference: Section B)

- ☐ 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 PolicyBridge on the ASBA website)
- ☐ Minutes from the past year's board meetings (or direction on how to access online)
- ☐ Board meeting procedure utilized by board and explanation of how board meetings are conducted, including:
 - Agenda Structure (PolicyBridge Reference: BEDB)
 - Rules of order (PolicyBridge Reference: BEDD)
 - Voting methods (PolicyBridge Reference: BEDF)
 - Types of meetings (PolicyBridge Reference: BE)
 - Public participation (PolicyBridge Reference: BEDH)
 - Board minutes (PolicyBridge Reference: BEDG)
 - Board member conferences, conventions and workshops (PolicyBridge Reference: BIBA)
 - Unwritten norms of the board (dress code, arrival time, etc.)
 - Consent agenda usage
 - Process for awards and recognitions
 - Board member report/current event summary (Purpose and limitations)
- ☐ Explanation of board's Code of Ethics (PolicyBridge Reference: BCA)
- ☐ A copy of ASBA's Guide to Arizona's Open Meeting Law (must be ordered in advance)



District Information

And also..

Who to ask questions

What the governing board's assistant does

Where they are expected to be...and when

District Information

- ☐ District name, address, main phone number and website
- ☐ Map of district boundaries with legislation district overlay
- ☐ Contact information including email address and phone number for:
 - Superintendent
 - Superintendent executive assistant and/or board secretary (this could be one or two people depending on the district)
 - Board members (include ant titles of the board each holds, i.e. president, clerk, etc.) and term of office
- ☐ Organizational chart of the school district central office administration
- ☐ List of school sites with addresses, phone number, website, enrollment, special programs and name of site administrator for each
- ☐ Number of other district-owned properties if applicable
- ☐ District vision, mission, core beliefs and strategic plans with timelines and progress made
- ☐ Student population demographic including:
 - Percentage or number of English Language Learners
 - Number of primary languages spoken at home other than english
 - Percentage of number of students receiving free or reduced lunch
 - Percentage or number of students with special needs
 - Race/Ethnicity population
 - Refugee students
 - Students in foster care

- ☐ Information on enrollment trends
- ☐ District transportation overview (district-operated or contracted, number of miles and students, etc.) and explanation of student transportation system
- ☐ Explanation of the district's overall curriculum program, including local standards and assessments
- ☐ Most recent state-level student assessment data for the district and individual schools
- ☐ Current and future (if approved) district schedules for students and staff



Financial Information

And also...

Who to ask questions

Where to find the Auditor General's Report

Where to direct questions about district
budget issues

Financial (PolicyBridge Reference: Section D)

- ☐ Current district budget summary: explanation of how, when and by whom it is prepared; how educational needs are translated into a budget plan, how money comes to the district and the board's role in the process and how it prioritizes funding based in strategic goals
- ☐ Explanation of the assessed valuation and tax structure for 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
- ☐ Explanation of any overrides in place and how the money is utilized in the budget
- ☐ Information regarding federal aid to school district's education
- ☐ Explanation of how the tax rate is determined
- ☐ Voucher signing process



Facilities Information

And also...

What emergency response plans entail

Who to ask questions

What bonds dollars are being used for

Facilities

- ☐ Explanation of construction projects contemplated and in progress
- ☐ Description of the district's building maintenance program
- ☐ Current district facility survey/plan
- ☐ Schedule tours as appropriate



Human Resources Information

And also...

How to manage concerns brought by staff
What they need to know about privacy laws

Human Resources

- ☐ The board's role in the hiring process ahead of a vote for hiring/firing employees
- ☐ District grievance procedures (i.e., public, staff, curriculum, student, etc.)
- ☐ District salary schedules and fringe benefits and recent salary data for certificated staff and administration
- ☐ Copies of all handbooks including certified, classified, student and other pertinent district handbooks
- ☐ Copy of district's evaluation criteria and procedures for administrators, certified and classified support staff
- ☐ Copy of district's staff development plan
- ☐ Copy of Superintendent's contract, evaluation instrument (including timeline and process), job description, salary and benefits
- ☐ If applicable, copies of all district's collective bargaining agreement(s), if any, and a brief history of recent collective bargaining activities in the district



**I can do things you cannot, you
can do things I cannot; together
we can do great things.**

–Mother Teresa



Questions?

Liz Powell
epowell@gesd40.org

Sarah James
sjames@azsba.org

Julie Bacon
jbacon@azsba.org

Thank You!

