

# In-District Orientation Checklist for New Board Members

## Tour Facilities

- Provide tour/walk-through of all buildings, fields, etc. (available upon request)

## Meeting with Board President

- Role of the Board Member
- Review agenda process
- Review board governance model (committee system/board of the whole)
- Review meeting protocol (getting an item onto the agenda, making motions, voting, open vs. executive session)
- Reorganization Meeting: what to expect
- Board Meetings: usual date, time, location
- Weekly Weekend Update
- Annual Board Retreat
- Board Annual Planning Calendar
- District & BoE Goals (last year)
- Provide Team Management Objectives
- Provide Mentor (to be provided by board president following reorganization)
- Provide info on NJSBA, County School Boards Assoc.
- Field Service Representative: name/phone #
- Legally Required Training for New Board Members
- Review the Chain-of-Command
- Professional Development opportunities for Board Members

## Meeting with Administrators (Superintendent, School Business Administrator)

- Organizational Chart for Administration
- CSA (Chief School Administrator)/Superintendent: overview of district/CSA's role
- BA (Business Administrator): district's finances and budget process

## Provide Documents

- District e-mail address/password
- Board Member Directory
- Policy Manual/Disk/On-line service
- Current Board Self-Evaluation
- Board Governance last evaluation (Committee System/Board of the Whole)
- Last six months of board minutes
- Strategic Plan and Mission Statement
- Recent student test scores
- State open-meeting laws
- NJ Code of Ethics for School Board Members
- Superintendent's Contract
- Teacher Contract (including salary guide)
- Administrator's Contract
- Financial Overview of District & Budget
- Strategic Plan
- School Calendar (current & for upcoming year)

## Additional Information

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