

# What Every New Board Member Needs to Know

## Basic Information:

- District main phone number/address
- District Website
- Configuration of district
- Communities served
- Approx. # of students
- Approx. # of staff
- # of schools
- District Factor Group (DFG)

## Contacts & Information (Phone #'s & E-mail):

- Chief School Administrator/Superintendent
- Business Administrator/Board Secretary
- District e-mail account (if provided)
- Fellow board members
- Committee chairs
- National School Boards Association (NSBA)
- New Jersey School Boards Association (NJSBA)
- NJSBA Field Service Representative (FSR)

## Documents:

- Policy manual
- Current budget
- Recent Audit Report/Corrective Action Plan
- Mission, vision, beliefs and goals
- District Organizational Chart
- CSA/Superintendent contract
- Last School District Report Card
- Committee Briefings on Committee Work
- Last QSAC monitoring determination
- Code of Ethics for Board Members
- Collective bargaining agreements
- Strategic/Facilities/Curriculum/Technology plans
- Board Meeting dates for upcoming year
- Recent board meeting minutes
- District calendar/handbook

## Board Governance:

- Who is the spokesperson for the board?
- How is board leadership selected (president/vice-president, etc.)?
- How is the agenda set?
- Who sets the agenda?
- What is the agenda order of items?
- How do items get placed on the agenda?
- What is the purpose and what are the rules of the board comment section?
- What happens at the Reorganization Meeting?
- Who can call the board attorney with questions?
- What information is confidential?
- When should you expect to receive board meeting materials and how will you receive them?
- How should you respond to staff or public complaints?
- Does the board have a chain-of-command? If so, what is it?
- What type of board governance does the board utilize (i.e. committees, board of the whole)?
  - How many board committees are there?
  - How are committee members selected?
- What is the board's practice for communication between board members, with the CSA/superintendent, with administration and staff; or requests for information?
- When and how does the board conduct the CSA/Superintendent evaluation?
- When and how does the board conduct the Board Self-Evaluation?
- Where can I find a listing of educational acronyms?

