

## New Board Member Local District Orientation (Suggested Topics)

Local orientation for new board members is to occur within 60 days of the time the new board member is elected or appointed. There is no specified length of time or mandated topics specified in the law. Your local training should emphasize the way you work as a team to achieve success in your district. **Best use practices would suggest the following thoughts:**

- ✓ Involve another board member in the training. Obviously you need to be thoughtful in this and make sure you select a board member that will say the right things.
- ✓ Involve other district staff as appropriate. Many districts make use of their CFO, Curriculum Directors, or other central office administrators. This may not apply in smaller districts.
- ✓ Make sure your new board members attend the training conducted by Region 10 designed especially for them. This training is required within their first year of service. It provides an overview of all of their responsibilities and duties, as well as, some level of understanding of many of the major areas in the world of education in Texas.

### **Here are some items you may want to provide them:**

Copy of Board Operating Procedures

Copy of District Mission Statement – Vision Statement – Goals and Objectives, etc

Copy of School Calendar

Copy of Calendar of Board Activities

Copy of Budget Calendar

Copy of Code of Ethics for Board Members

Copy of Code of Ethics for Superintendent/Professional Staff

Copy of Education Acronyms

Sample Board Agenda

**Here are some possible topics for your orientation:**

Board Operating Procedures – how to place items on agenda, open forum, open meetings act/open records requests, review of sample agenda, types of board meetings, etc.

Review of Board Calendar – Budget Process, Supt Evaluation timeline, Administrator contract renewal timelines, teacher renewal timelines, etc.

Board Policy – Legal Policies, Local Policies, How policies are changed/managed, TASB Updates

Budget Process for Board

Hiring Process for Staff – especially those critical positions in your district that create a lot of discussion and potential involvement of the board (you know which positions those are in your district)

Review of Mission Statement, Vision Statement, Goals, etc – explain process for review of each of these items

Code of Ethics for Board Members

Code of Ethics for Supt and other professional staff

Idea of “Team of Eight”

Policy vs. administrative regulation

School Board Training Requirements – especially training they must receive regarding Open Meetings and Open Records (both of which are available at Region 10 website or through Attorney General’s office – they must watch in entirety to be able to print their certificate)

Explanation of Education Acronyms

Other items that might be unique to your district