Sample Procedure for a Local Orientation

How to Orient New Board Members

1. Local district orientation will be scheduled to take place within 60 days of the date a new board member takes the oath of office.

2. The superintendent and at least one incumbent board member will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.

3. Orientation will include but is not limited to:
   a. General district information such as
      i. Geographic area included and number of square miles
      ii. Campus attendance boundaries
      iii. Number of students, teachers, and other employees
      iv. Number of campuses and their enrollments
      v. Student demographics
      vi. Administrative structure and directory of key personnel
      vii. Ongoing issues of interest to patrons
   b. Overview of district programs and operations such as:
      i. District vision, mission, goals, and plans including
         • District planning and evaluation process and calendar
         • Most recent AEIS report, campus report cards, and district annual report
      ii. District budget overview including
         • Current adopted budget summary
         • Recent trends in revenue, appropriations, tax rates, property values
         • Annual financial audit
         • Development process and calendar
   c. Overview of district curriculum objectives, standards, and instructional programs
   d. Policy development and review process and location of manuals
   e. Personnel hiring practices and salary schedule
   f. Superintendent performance goals, current superintendent evaluation instrument, process, and calendar
   g. Team operations, including
      i. Overview of roles and responsibilities of the board and superintendent
      ii. Required continuing education and calendar of training opportunities
      iii. Current team improvement goals and continuing education targets
      iv. Annual board activity calendar
      v. Calendar of district and board events
      vi. Current team operating procedures