

## 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