



New School Board Member Orientation Template

October 2022

- I. Points for consideration prior to your meeting:
 - a. Don't forget to congratulate your new school board member on the election win, thank them for their willingness to serve, and you look forward to working with them to build a strong team for the students.
 - b. Where will you meet?
 - c. Will the Board Chair have a role in the meeting?
 - d. Will you invite others and what will be their roles? (ie Finance Director, etc)
 - e. How long will you meet/will a meal be included?
 - f. Will other board members be aware of your meeting?
 - g. Will you notify the press? (not required unless you have more than one board member)
 - h. Remind them they have transitioned from a board candidate to a board member, from private citizen to public official, and from individual action to team action (provide Board Member Code of Ethics)
 - i. LISTEN to your new school board member for areas of interest
- II. Provide demographics and basic facts (school swag is nice too) about the school system:
 - a. Policy manual, Roberts Rules of Order, budget documents are good to share
 - b. Number of students (ethnic groups-poverty rates, schools)
 - c. Employees (certified and non-certified)
 - d. Transportation (number of busses, miles traveled, bus drivers)
 - e. District office departments and their work
 - f. Provide a list of Board Meeting dates, times, and locations
 - g. Provide a list of Board Committees
 - h. Provide a list of conferences and trainings
- III. The governance role of the school board:
 - a. TCA 49-2-203
 - i. Employment of Director of Schools
 - ii. Creates and abolishes all positions
 - iii. Awards tenure
 - iv. Dismisses tenured teachers
 - b. The role of Board secretary (who is it)
 - c. Provide annual agenda (board activities of the year)
 - d. Traditional role (or not) in school activities (ie high school graduation, opening in-service)



- e. How to respond to community/staff regarding complaints/concerns
 - f. Preferred communications between the board and superintendent
 - g. Board member requests for information
 - h. Board member required trainings (reservations, stipends, and travel reimbursement)
 - i. Sunshine Law and Board communications/meetings
 - j. District protocols in working with the media
- IV. Role of the Board
- a. Vision/Strategic Planning
 - b. Work of the Board through Committees
 - c. Policy development
 - d. Budget preparation
 - e. Hire and evaluate Director
 - f. Employee or contract Board Attorney
- V. Typical (if there is one) Board Meeting day and week
- a. Agenda development and initial approval
 - b. When to expect the agenda/electronic or paper
 - c. Communications with the Director
 - d. Public comment during the Board Meeting
- VI. Organizations of note
- a. Tennessee Organization of School Superintendents (TOSS)
 - b. Tennessee School Board's Association (TSBA)
 - c. Association of Municipal Schools (AIMS)
 - d. Coalition of Large School Systems (CLASS)
 - e. Tennessee School Systems for Equity (TSSE)
 - f. Metropolitan Area School Systems (MASS)
 - g. Tennessee Education Association (TEA)
 - h. Professional Educators of Tennessee (PET)

