

## **What Every New Board Member Needs to Know**

### **Basic**

- Name of the district/college
- Address
- Main phone number
- Website
- Communities served
- Number of employees (licensed, classified)
- Schools
- Departments

### **Facts**

- School district profile (<http://www.ode.state.or.us/search/page/?id=1722>)
- ESD district profile (<http://www.ode.state.or.us/sfda/reports/r0074Select.asp>)
- Community college basic information (<http://data.memberclicks.com/site/occa/Basic%20Info%20Guide%202007.pdf>)
- Community College Fact Book (<http://data.memberclicks.com/site/occa/CC%20Fact%20Book%202004.pdf>)
- Percent of students receiving free or reduced lunch
- Transportation (District or contract operation)
- Languages spoken at home other than English

### **People and their Contact Information**

- Superintendent/President
- Administration team
- Board secretary
- Other board members
- Union representatives
- Standing committees (Budget, etc)

### **Documents**

- Policy manual
- Budget
- Recent audit report
- Mission, vision, and beliefs
- Operating agreement
- Collective bargaining agreements
- District/College calendar
- Plans (strategic, facilities, technology, etc.)
- Recent board minutes

### **Protocols**

- How is the agenda set?
- What is the agenda order of items?
- What is the purpose of the board comment section (if any)?
- What are the rules for the public comment section (if any)?
- When should you expect to receive board meeting materials?
- How should you respond to staff or public complaints?
- What are the rules for communication between board members or with administration and staff; school site visitation; or requests for information?
- When and how does the board conduct the President/Superintendent evaluation?
- When and how does the board conduct the board self-evaluation?