

# **NRHEG Public Schools**

## **New School Board Member Orientation Reference Guide**

**School Board Adopted November 21, 2016**

**Revised 11-2018 / 11-2020**

# New School Board Member Orientation

## School Board Belief Statement

The NRHEG School Board believes it is important for Board members and staff to help new Board members become fully informed about the Board's functions, policies, and procedures.

## Orientation Plan

Specific phases of the new Board member's orientation program will include, but may not be limited to:

1. In the interim between election and assumption of office, the new member will be invited to attend all open session meetings of the School Board, and will receive all reports and communications normally sent to Board members.
2. In the interim between election and assumption of office, the new member will participate in an orientation meeting with the Superintendent for the purpose of reviewing selected topics and materials believed important and beneficial prior to participating in the new member's first Board meeting in January. Items of importance to be reviewed include, but may not be limited to:
  - a. Strategic Plan including World's Best Workforce Plan
  - b. Role of Board and Superintendent
  - c. Board and Superintendent Goals
  - d. School Board Meeting process and agenda
  - e. Open Meeting Law
  - f. Board and Superintendent Communication
  - g. Reference Guide including Acronyms
  - h. Preview to Organizational Meeting including oath of office, committee assignments, etc
  - i. Available resources including District and MSBA websites
  - j. MSBA Phase Meetings
  - k. School Board Leadership Conference in January
  - l. Tour of School District facilities and grounds
3. In the interim between election and assumption of office, the new member will have an opportunity to attend a Phase 1 training sponsored by the Minnesota School Board Association (MSBA). The Superintendent will attend the Phase trainings with the new Board member.
4. Prior to and/or immediately after the new Board member officially takes office, additional opportunities to participate in required Phase 1 & 2 trainings by MSBA will be offered including at the MSBA Annual Leadership Conference in January.
5. All Board members are encouraged to attend the MSBA Annual Leadership Conference.
6. Special appointments with the Superintendent and selected administrative personnel may be arranged to afford an opportunity for the new member to discuss specific operations functions of the School District.
7. Additional materials and resources will be provided to the new member as requested or believed to be beneficial.

Adopted November 21, 2016  
Revised November 2020

# New School Board Member Orientation

## Meeting #1

Wednesday, November 18, 2020  
Secondary School Media Center  
5:30pm

### Agenda

1. Welcome and Introduction
2. School Board Belief Statement

*The NRHEG School Board believes it is important for Board members and staff to help new Board members become fully informed about the Board's functions, policies, and procedures.*

3. New School Board Member Orientation Binder
  - a. Strategic Plan including World's Best Workforce Plan
  - b. Role of Board and Superintendent
  - c. Board and Superintendent Goals
  - d. School Board Meeting process and agenda
  - e. Open Meeting Law
  - f. Board and Superintendent Communication
  - g. Reference Guide including Acronyms
  - h. Preview to Organizational Meeting including oath of office, committee assignments, etc
  - i. Available resources including District and MSBA websites
  - j. MSBA Phase Meetings
  - k. School Board Leadership Conference in January
  - l. Tour of School District facilities and grounds
4. Next Meeting Date

# New School Board Member Orientation Meeting #2

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## Our Mission

**Empowering students with knowledge and skills to succeed.**

## Our Vision

**To be the school district of choice, inspiring excellence in academics, arts, and activities.**

## Agenda

1. MSBA Phase I Training Reflections
2. School Board Belief Statement

*The NRHEG School Board believes it is important for Board members and staff to help new Board members become fully informed about the Board's functions, policies, and procedures.*

3. Chromebooks
4. New School Board Member Orientation Binder – Continue review from Meeting #1
  - a. Strategic Plan including World's Best Workforce Plan
  - b. Role of Board and Superintendent
  - c. Board and Superintendent Goals
  - d. School Board Meeting process and agenda
  - e. Open Meeting Law
  - f. Board and Superintendent Communication
  - g. Reference Guide including Acronyms
  - h. Preview to January 4, 2020, Organizational Meeting including oath of office, committee assignments, etc
  - i. Available resources including District and MSBA websites
  - j. MSBA Phase Meetings
  - k. School Board Leadership Conference in January
  - l. Tour of School District facilities and grounds
5. Next Meeting Date if Needed
6. Other?

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1. Strategic Plan including World's Best Workforce Plan
2. Role of Board and Superintendent
3. Board and Superintendent Goals
4. School Board Meeting process and agenda
5. Open Meeting Law
6. Board and Superintendent Communication
7. Reference Guide including Acronyms
8. Preview to Organizational Meeting
9. Available Resources including District and MSBA websites
10. MSBA Phase Meetings