

Sample School Board Member Orientation Program Agenda

1. **Personnel overview:** List all administrators, including building administration, staff, and support staff. Include a facilities tour.
2. **School board's role:**
 - Review core values, mission, vision, and strategic plan (goals), and the roles of board members and board officers.
 - Discuss the school board-superintendent relationship. List the superintendent (CEO) and board's (trustee leadership) respective roles in governance. Explain who does what. Include the board-superintendent team expectations.
 - Review meeting protocol, including distribution of support materials (meeting agenda, supporting documents, and inter-meeting updates) and the meeting format.
 - Discuss how to properly engage the public and respond to concerns during and between meetings.
3. **Superintendent's role:** List performance expectations, including annual goals and the evaluation procedure. Outline how the superintendent will evaluate staff and communicate the line of authority.