



**VSBA**

**Virginia School Boards Association**

Leadership • Advocacy • Support

**WHAT EVERY NEW  
BOARD MEMBER NEEDS  
TO KNOW ABOUT THEIR  
SCHOOL SYSTEM**



# What every new board member needs to know

– about the division –

**Need to know:**

1. Name of school division: \_\_\_\_\_

2. School division address: \_\_\_\_\_

3. Main division phone number: \_\_\_\_\_  
 \_\_\_\_\_

4. Superintendent:	Phone:	Cell Phone:	E-mail:

5. Superintendent's secretary/assistant:	Phone:	Fax:	E-mail:

6. Other board members:	Home Phone:	Work Phone:	E-mail:

7. Communities served by the division: \_\_\_\_\_

8. Number of employees in division: Certificated \_\_\_\_\_ Classified \_\_\_\_\_

9. Names of City Council or Board of Supervisors members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Grade levels served by the division: \_\_\_\_\_

11. Number of students enrolled: \_\_\_\_\_

Pre-school _____	Elementary school _____	Middle school _____
High school _____	Continuation school _____	Adult Ed. _____

12. STUDENT POPULATION:

Ethnic groups by percentage: \_\_\_\_\_

Percentage of English language learners: \_\_\_\_\_

Primary languages spoken at home other than English: \_\_\_\_\_

Percentage of students receiving free or reduced lunch: \_\_\_\_\_

13. Number of square miles the division covers: \_\_\_\_\_

14. Home to school transportation: Division operated? \_\_\_\_\_ Contracted to? \_\_\_\_\_

15. Number of schools: Total: \_\_\_\_\_

Pre-schools \_\_\_\_\_ Elementary schools \_\_\_\_\_ Middle schools \_\_\_\_\_

High schools \_\_\_\_\_ Alternative schools \_\_\_\_\_ Adult Ed. \_\_\_\_\_

16. Division office departments: Title/name of department head: Phone number:

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17. Standing advisory committees, Panels or commissions: Staff member responsible: Board representation:

Standing advisory committees, Panels or commissions:	Staff member responsible:	Board representation:

18. DIVISION DOCUMENTS:

**Setting direction documents:** \_\_\_\_\_  
(Might include some or all of the following: Core values and beliefs; vision statement / mission statement; motto / logo; strategic goals / annual goals: division objectives)

**Budget** \_\_\_\_\_ **General fund budget = \$** \_\_\_\_\_  
**Policy book** \_\_\_\_\_ **Division administrative calendar** \_\_\_\_\_  
**Long range facilities plan** \_\_\_\_\_

19. CURRENT DIVISION ISSUES: STATUS OF THE ISSUE:

CURRENT DIVISION ISSUES:	STATUS OF THE ISSUE:



# What every new board member needs to know

– about governance team operations –

## Need to know:

1. Board meeting dates and times: \_\_\_\_\_

2. Board officers:	Role:
Chairman:	
Vice chairman:	
Clerk:	
Deputy clerk:	
Other:	

3. Order of items on the board meeting agenda:

1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

4. The purpose of the public comment section of the board meeting: \_\_\_\_\_

5. The purpose of the board comment section of the board meeting: \_\_\_\_\_

6. GOVERNANCE NORMS – How we behave toward members of the governance team and others:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

7. GOVERNANCE PROTOCOLS – How we do business:

How the board meeting agenda is developed and reviewed and by whom:	
Placing items on the board meeting agenda:	
Obtaining additional information about board meeting agenda items before the meeting:	
Obtaining answers to questions about board meeting agenda items before the meeting:	
Alerting the board chair of the desire to speak on a particular agenda item:	
Introducing new ideas for the board's consideration:	
Responding to staff or community complaints or concerns at board meetings:	
Communications between and among the board, board members and the superintendent:	
Communications between the board and other staff:	
Responding to community or staff complaints or concerns outside of board meetings:	
How, when and whom to notify About visiting school sites or participating in district activities:	
Individual board member requests for information from staff:	
Board member participation on System committees and in division activities:	
When and how the board conducts a self-evaluation:	
When and how the board evaluates the superintendent:	

8. GOVERNANCE DOCUMENTS:

- Division policies
- District setting direction documents
- Annual governance calendar
- VSBA Code of Conduct
- Division budget development calendar
- Governance handbook

9. BOARD MEMBER BENEFITS:

Stipend:	
Health benefits:	
Attending conferences / educational meetings / community events:	
Making reservations for conferences / workshops / business trips:	
Travel Expenses and Reimbursements:	











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