



Board Orientation...everyone wins

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OSBA
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Today's Agenda

**Perspectives of veteran and newly elected members
Effective tools and training
Partnership Perspective**

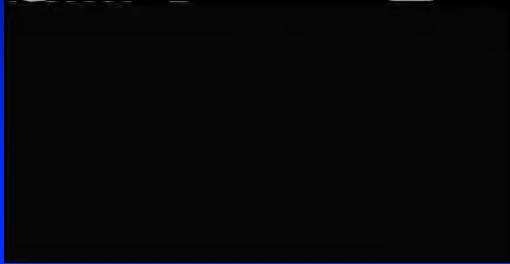


Why Board Orientation ?

- Board orientation conveys the knowledge and understanding in order to be effective as board member. Board orientation is training about the district . It should answer the questions;
- Who, What, Why and How?



Knowing...the Board





Purpose and Goals

- To provide a newly elected board members with sufficient information regarding the school district and education so that he/ she can function effectively as a member of the board within six months of the beginning of his/her term



Board Orientation

- Brief history of the school
- School Mission Statement
- Directories:
- Committees
- Calendars
- Budget/Audit



Orientation Goals

- Demonstrate familiarity with board , general issues in the district.
- Participate in board discussions regarding the mission, vision, values and district plan.
- Describe the roles and responsibilities of a board member and structure.
- Demonstrate knowledge regarding issues facing the district.



Informing/Communicating

- Addressing Board members knowledge gaps
- Sharing Education Jargon
 - Sample description of meetings agenda and minutes formats
 - Examples of meeting time management



Introduce Everyone

- Orientation Format
- Committee chairs and members
- Other Board members
- Staff



Describe the district

- Mission
- Who we serve
- What we do
- programs



Explain and discuss expectations

- Meeting attendance requirements
- Committee assignments and focus
- Board role and relation to administrators/staff
- Conduct facilities tour
- Administrative offices and board room



Topics

- Roles/ Responsibilities of a board member
- District Organization structure and roles
- Program and Services offered by the district
- State of the district including general issues
- Quality Initiatives
- Tour of the district.



Organize Manual

- Annual Report
- Audit report
- Current Budget
- Current financial Report
- Goals for the year



Collect Data

- List of Board Officers/best time to contact
- Roster board members/best time to meetings
- Addresses
- Telephone-home and office
- Fax number
- Email



Parliamentary Procedure

- Out of order
- Adjourn meeting
- Suspend of an issue
- Study an issue further
- Primary motion
- Amend motion



Overview: District Operations

- Process
- Practice
- Policy
- Procedures



Board Management

- Planning
- Developing
- Operating
- Evaluating



Board Inputs

- Inputs/ past evaluation results of board
- Inputs/Annual calendar
- Inputs/ Districts plans
- Inputs/ Stockholders, Staff, Students/ Parents
- Inputs/ Best practices on board



Board Outputs

- Board minutes with decisions
- Financial reviews
- Board Development plan
- Update board policies and procedures



District Planning

- Strategic Planning
- Academic program planning
- Athletic program planning
- Financial planning



Best Practices

- Strategic Plan
- By-laws
- ODE School Profile and report card status
- Policies
- Handbooks: Employee & Parent/Students
- Board procedures and schedule



Supervising the Superintendent

- Overview the role
- Examine the relationship between the board and superintendent
- Evaluating the superintendent
- Leadership Development planning
- Recommendations



Human Resource Management

- Staffing
- Benefits and Compensation
- Employee Performance Management
- Training and Development



Marketing and Public Relations

- Marketing
- Communications
- Public Relations
- Partnerships



District Evaluation and Development

- Capacity Building
- Curriculum and Program evaluation
- Development of Advisory Groups



Ensuring Successful Meetings, Retreats and agenda's

- Philosophy of the seven "P's"
- Planning
- Patience
- Perseverance
- Passion



Board and Employee/staff Relations

- Stay in your lane
- Clear understanding of Board and Staff roles
- Clarity of superintendent role with the board and staff relationships.



Evaluating the Board and Members

- Board Goals
- Procedures to self-evaluate the board
- Individual Board Member Evaluation



Effective Tools

- Bring the right people together
- Create a conducive atmosphere
- Choose different modes to communicate
- Manage expectations
- Choose right focus
- Discuss team work
- Incorporate social side



Board Mentoring Program

- Purpose: to pair a new Board member with an experienced one in order to further the new Board member's effectiveness.
- Goals: supplement information presented in the formal orientation. Answer questions a new board member may have after meetings or orientation sessions.



Mentor's Guide

- Communicate: after the new board member's orientation
- Sitting together during meetings
- Information: address the goals and major areas of interest as board member
- Feedback on new board's satisfaction with the orientation as well as his or her ability to participate at board meetings.



District Partnerships

Involve community in:

- **Vision Statement**
- **Mission Statement**
- **Core Beliefs and Values**
- **Goals**



Community Engagement Strategies

Website
Email
Face book
Twitter
Social activities



Parents and community members are more likely to become involved when they:

- Understand that they **SHOULD** be involved.
- Feel **CAPABLE** of making a contribution.
- Feel **INVITED** by the school and their children.



What board members should be discussing...

- What standards do we set for our students?
- How do our standards compare to state, national, and international norms?
- What needs do parents, business, and higher education identify?



Climate

- Empower staff to meet student needs.
- Model mutual respect and professionalism in Board meetings and in work with superintendent and staff.



Collaboration

Build collaborative relationships with political and business leaders to make student success a top community priority.



District Culture

Board sets the tone to create a culture of excellence throughout the school system.



Leadership

Board members and district leadership staff

- Participate in meetings of community organizations to discuss student achievement efforts and results.
- Are active with the media to discuss success and improvements.



The bottom line...

The responsibility for children's educational development is a collaborative enterprise among parents, schools and community members.

Effective programs to engage families embrace a philosophy of partnership.



Board functioning like a Team

- Purpose
- Priorities
- Personal



Board Team Leadership

- “A team is a group organized to work together to accomplish a set of objectives that cannot be achieved effectively by individuals”



Guidelines for effective board membership

- Contribute ideas and solutions
- Recognize and respect
- Value the idea and contribution of others
- Listen and share information
- Ask questions and get clarification
- Participate full and keep your commitments
- Strive for the “win-win”



Characteristics of a high-performance board

- Participative leaders
- Shared responsibility
- Aligned purpose
- Honest Communication
- Future focus
- Focus on task
- Creative task
- Rapid response



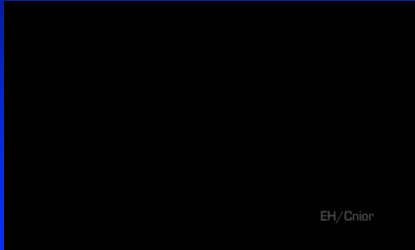
TEAM WORK

Team work is a common thread in board relations that succeed and almost always lacking in those





Champions



EH/Chior



Questions?

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