

Dear New Board Member,

Welcome, congratulations, and thank you for your service to the Rolla Public Schools Board of Education. We hope you find your tenure as a board member a rewarding experience. The Rolla Public School District is a large organization with many interlinking parts. Your role as Board Member is critical to the district's success.

You are required to complete 18 hours of new board member training within your first year of board service. Details and options for completing this service will be discussed with you in the near future.

The Rolla Public Board of Education has assigned a veteran Board member to serve as your mentor. Your mentor will sit near you at all meetings and is available to answer questions and provide advice. Additionally, the district has established a series of six meetings intended to quickly orient you about our local district, its operation, and the role you play in the success of our students.

Please make arrangements with the superintendent at your earliest convenience to set a date for your first meeting.

Congratulations once again, and welcome to the Rolla Public Schools Board of Education!

ROLLA PUBLIC SCHOOL
BOARD OF EDUCATION
NEW BOARD MEMBER ORIENTATION

MEETING I

Responsibilities of a Board Member

Meeting Date _____

Attendees:

New Member

New Member Mentor

Board President

Superintendent

Board Secretary

Agenda Items:

_____ Board Beliefs

_____ Board Job Description

_____ Board Member Code of Ethics - Board Policy BBF

_____ Board Member Conflict of Interest and Financial Disclosure

_____ Board Meeting Agenda and Procedures

_____ School Board Powers and Duties

_____ Board-Superintendent Relations/Communication

_____ Board-Staff Relations/Communication

_____ Certified Board Member Training

_____ Nepotism Chart

_____ Organizational Chart

ROLLA PUBLIC SCHOOL
BOARD OF EDUCATION
NEW BOARD MEMBER ORIENTATION

MEETING II
School District Operations
Meeting Date _____

Attendees:

New Member
New Member Mentor
Board President
Superintendent
Assistant Superintendents

Agenda Items:

_____ Overview

_____ Role of the superintendent

_____ Board Policies

_____ MSIP/CSIP

_____ Facilities

_____ Transportation

_____ Technology

ROLLA PUBLIC SCHOOL
BOARD OF EDUCATION
NEW BOARD MEMBER ORIENTATION

MEETING III
Curriculum, Instruction, & Assessment
Meeting Date _____

Attendees:

New Member

New Member Mentor

Board President

Superintendent

Assistant Superintendent-Curriculum & Instruction

Agenda Items:

_____ Curriculum Overview

_____ Missouri Learning Standards

_____ District Assessment Plan

_____ Missouri Assessment Program

_____ Local Assessments

_____ Textbook Selection and Adoption

ROLLA PUBLIC SCHOOL
BOARD OF EDUCATION
NEW BOARD MEMBER ORIENTATION

MEETING IV

Personnel

Meeting Date _____

Attendees:

- New Member
- New Member Mentor
- Board President
- Superintendent
- Assistant Superintendent-Human Resources

Agenda Items:

- _____ Overview
- _____ Recruitment and Selection Process
- _____ New Teacher orientation
- _____ Career Ladder
- _____ Professional Staff Development
- _____ Rolla Community Teachers Association
- _____ Superintendent Evaluations
- _____ Evaluation Process

ROLLA PUBLIC SCHOOL
BOARD OF EDUCATION
NEW BOARD MEMBER ORIENTATION

MEETING V
Budget/Finance
Meeting Date _____

Attendees:

New Member
New Member Mentor
Board President
Superintendent
Director of Finance
Board Secretary

Agenda Items:

_____ Overview	_____ Funds/Fund Accounting/Balances
_____ School Finance 101	_____ ESSER & other funding
_____ Deadlines and Schedules	_____ CORE
_____ DESE Formula	_____ Annual Audit
_____ Projecting Revenues	_____ Budget Process
_____ Financial History/Assessed Valuation & Tax Levies	

ROLLA PUBLIC SCHOOL
BOARD OF EDUCATION
NEW BOARD MEMBER ORIENTATION

MEETING VI
Serving the Needs of all Students
Meeting Date _____

Attendees:

New Member
New Member Mentor
Board President
Superintendent
Director of Special Services
Director of Early Childhood

Agenda Items:

_____ Overview

_____ Federal Programs: Title 1, Title III

_____ Special Education

_____ Gifted

_____ Alternative Programs

_____ Early Childhood