

Sample Nuts & Bolts Agenda

Orientation to the District and Public Education

Superintendent & Board President — with new members

Post as committee meeting

	Approximate time
Welcome to the Board of Education	10 minutes
<i>a) Role of Board Policy</i>	
<i>b) Committees of the Board</i>	
<i>c) Conflict of interest, ethics, gift ban, prohibited political activity</i>	
Board/Superintendent Relationship	20 minutes
<i>a) Goals, expectations, job description</i>	
<i>b) Responsibilities within and beyond the district</i>	
<i>c) Contract and evaluation process</i>	
<i>d) Communications, chain of command</i>	
School Finance	20 minutes
<i>a) Budget and amended budgets</i>	
<i>b) Revenue and expenditures</i>	
<i>c) Accountability: monthly reports and yearly audit</i>	
Instructional Program	10 minutes
<i>a) Organization of attendance centers</i>	
<i>b) Regular, special, and support programs</i>	
<i>c) Student achievement, assessment, reporting</i>	
<i>d) Student handbook process</i>	
<i>e) Extra-curricular program and athletic code process</i>	
Personnel	10 minutes
<i>a) Staffing levels (teachers, staff, administration)</i>	
<i>b) Labor contract status and negotiations process</i>	
School Community Relations	10 minutes
<i>a) Relationships with the PTA, booster clubs, foundations</i>	
<i>b) District memberships, cooperatives</i>	
Important issues in the future	5 minutes
Assessment: <i>What topics can we cover in more detail?</i>	
<i>What other issues can be added to future orientation meeting agendas?</i>	5 minutes
Adjournment	

Total time = 90 minutes