

Eastpointe Community Schools New Board Member Orientation

October (prior to election) - Superintendent contacts candidate(s) on ballot via phone to make connection.

December (prior to January organizational meeting)

Orientation Overview	Required	Presenters
Handouts: • Strategic Plan • Open Meetings Act • District Organizational Chart • Board Meeting Calendar • Current Contracts • Current Budget, audit reports and related fiscal materials • School Calendar for Current Year • Board of Education Policies • Board of Education- Code of Ethics • Student and Parent Handbooks • Athletic and Special Events Calendars • District Map/ list of schools • Materials (handout): ○ Surviving your First Year ○ Board Duties Under the Revised School Code ○ Robert's Rules of Order ○ MASB- How to be an Effective Board Member	New Board Members	
First Board meeting details: • Date, time and location of meeting • Board packet delivery date, method, and expectations (Board Book) • How to log into BoardBook • Setting up email and how to use district email • Email/text messages between Board members • Basic Parliamentary Procedures used during Board meetings • Procedures for taking Oath of Office and Board Organizational Meeting • Standards of dress; what to expect; cell phone etiquette • Set up tour of the district with new Board members & Superintendent • Professional learning - MASB CBA 100 level classes, attending conferences • No surprises at the Board table • The power of one vote • Process for Board members to add agenda items • Encourage new Board member to attend a Board meeting after elected	New Board Members	Supt. And Board of Education President
First Year Orientation Overview > masb.org • A School Board Member's Resource Guide: First-Year Orientation • Policy Making • Roles and Responsibilities • Effective School Board Member • Overview of the Open Meetings Act • Board Agendas		

January		
Board Governance	<i>Required</i>	<i>Presenters</i>

• District's collective bargaining process and bargaining agreements • District's evaluation criteria and procedures for administrators and teachers • District's professional development program • Student discipline		Personnel
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March		
Department of Instructional Services	Required	Presenters
Handouts: • State Report Card		
School Curriculum and Instruction: • Curriculum standards required by state law • State report cards • Description of the district's instructional programs and assessments (i.e. reading and math programs; college and career readiness; technology implementation; assessment practices) • School Improvement initiatives • Student dropout statistics • Information on recent test results and the utilization of test results • Data on the percentages of students who go onto college or other post high school programs • Teacher-pupil ratio and median class size for the district and for appropriate sub-groupings • Age and condition of textbooks, technology, and school equipment • Extra and co-curricular activities in the district	New Board Members	Asst. Supt. of Instructional Services
Special Education • Overview of programs and services		Director of Special Education
Technology: • Technology Bond update		Asst. Supt. of Operations & Technology
Athletics Program: • Scope of program • Code of Conduct • Academic Eligibility		Athletic Director

Superintendent's Evaluation Tool Training	Required	Presenters
Handouts: • Superintendent's evaluation tool		
Board Workshop - recommended when three or more members of the governance team (including the Superintendent) have changed. The new training will bring new members up to speed on the evaluation process itself as well as district-specific practices • Superintendent's evaluation tool training. Check the MASB.org calendar for MASB Tool Specific Superintendent Evaluation Training.	New Board Members or Full Board	MASB Facilitator or Online Supt. Eval Tool Training

Credits: This New Board Member Orientation was developed based on the work of Erin MacGregor, Superintendent of Howell Public Schools, Michigan and developed collaboratively of the Board of Education committee consisting of Edward Williams - Committee Chair, Cassie Gruenberg, Addie Richardson.

Adopted by the Eastpointe Board of Education on October 23, 2023.