Sample Orientation Agenda
BY MICHAEL T. ADAMSON

I. Overview of Personnel
   a. Administration
      i. Building Administration
         1. Staff
            a. Support Staff
            (This can include a facilities tour.)

II. School Board’s Role
   a. Review of Core Values, Mission, Vision and Strategic Plan (Goals)
      i. Reviews, updates, progress reports, etc.
   b. Board/superintendent relationship
      i. Superintendent = CEO
      ii. Board = Trustee leadership
      iii. Respective roles in governance
         1. Who does what?
   c. Role of board officers
   d. Responsibility of members
      i. Review board rules of decorum, compact, code of ethics or operation guidelines
   e. Review Meeting Protocol
      i. Distribution of support materials
         1. Meeting agenda and supporting documentation
         2. Inter-meeting updates
      ii. Meeting format
         1. What to expect
         2. How and when to ask questions
         3. How to make a motion
         4. How to bring issues before the whole board
   f. How to properly engage the public and respond to concerns
      i. During meetings
      ii. Between meetings

III. Superintendent Role
   a. Performance expectations
      i. Review annual goals
      ii. Review evaluation procedure
   b. Evaluation of staff
   c. Line of authority