

# **School Board Handbook Outline**

## **I. Introduction & Overview**

- Table of Contents
- Core Values
- Vision Statement
- Mission Statement
- Policy Overview - 9000 Series
  - Roles and Responsibilities
  - Board and Superintendent Relations
  - Board Operations
  - Board Communications
  - Complaint Policy
  - Self-Evaluation Process
- Strategic Plan

## **II. Board Structure & Governance**

- Meetings – Board Books
  - Board Documents
  - Board Documents Access
  - ASC Meetings
  - Committees
  - Agenda Guidelines
  - Annual Calendar

## **III. Community Engagement & Public Relations**

- Classroom Visits
- Public Appearances
- Community Engagement
- Website Overview

## **IV. Benefits & Human Resources**

- Retirement
- Social Security
- Health Insurance
- Employee Benefits
- Required Paperwork
- Human Resources & Business Office
- Payroll Scale

## **V. Finance & Budget**

- Fund Balance Overview
- Borough Bond Debt
- Audit Timeline, Overview, and Approval
- State

- Borough
- Budget Timelines
- Contracts
- Board Budget: Planning and Approval
- Budget Development and Management
- Financial Management

## **VI. Board Representation & Advocacy**

- Committees
- Advocacy
- AASB Board Representation
- Trainings and Conferences - Professional Development
  - NSB
  - NCAI
  - AASB

## **VII. Curriculum, Assessment & Professional Development**

- Curriculum and Assessment
- Guidelines and Deadlines
- Student Handbook
- Student Matters

## **VIII. District Organization**

- Organizational Chart
- District Organization

## **IX. Technology & Maintenance**

- Maintenance Calendar
- Technology Refresh Calendar
- Curriculum Calendar
- Technology & Maintenance