

DEVELOPING A BOARD OF EDUCATION  
HANDBOOK - ONBOARDING AND TRAINING  
SCHOOL BOARD MEMBERS  
Thursday, December 11 3 pm



<https://bit.ly/442iozd>

# DEVELOPING A BOARD OF EDUCATION HANDBOOK - ONBOARDING AND TRAINING SCHOOL BOARD MEMBERS

Thursday, December 11, 3 pm

- **Dr. Kirk Henwood**, Superintendent, South Routt School District RE-3
- **Dr. Brian Hill**, Superintendent, Mesa County Valley School District 51
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A SCHOOL BOARD HANDBOOK IS AN EXCELLENT TOOL TO PROVIDE SCHOOL BOARDS AND SCHOOL BOARD MEMBERS THE WORKING KNOWLEDGE THEY NEED TO BE ABLE TO DO THEIR JOBS EFFECTIVELY AND LEGALLY.

## Learning Outcomes:

- Understand the value of developing and using a school board handbook
- Explore model school board handbooks to be able to develop your own
- Understand the legal and practical value of developing and using a school board handbook

## A SCHOOL BOARD HANDBOOK IS AN EXCELLENT TOOL TO PROVIDE SCHOOL BOARDS GUIDANCE AND FOCUS

What are 3 things a board member should know about serving on the school board?

- 1
- 2
- 3

Write them on the hand out provided





# THE VALUE OF DEVELOPING AND USING A SCHOOL BOARD HANDBOOK

## **Consistent conversations for:**

- Onboard new board members-
- Existing board members –
  - ongoing training
  - member development and leadership
  - process review/adjustment
  - refinement

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## New Board Members

- Educate potential board members
- Onboard new board members and structure board member/superintendent meeting content
- Explain the role of the individual versus the role of the board
- How to add content to meetings, make motions, or address concerns

## Avoiding Legal Liability

- Educate elected officials on their role and fiduciary responsibilities
- Outline sources of power and duties of the Board
- Define the relationship of board members at meetings
- Inform regarding governing versus managing
- Provide guidelines for board work outside of public meetings
- Guide board members on open meetings law and open records requirements



# MODEL SCHOOL BOARD HANDBOOKS

[South Routt Board of Ed. Handbook](#)

[School District 51 Handbook](#)

Delta County Schools also has a handbook.

- Board Member Responsibilities and Duties
- Board Values and Norms
- Chain of Command
- Governance versus Management

We use the handbook as a teaching guide, a refresher, and a tool for improvement.

# THE LEGAL AND PRACTICAL VALUE OF A SCHOOL BOARD HANDBOOK

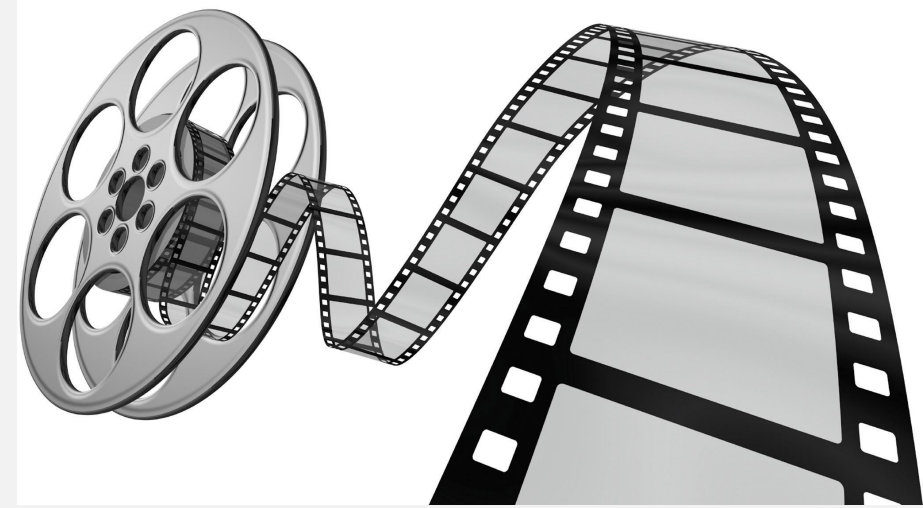
- Electronic communications- board members email each other about not renewing a coaching contract / hiring family members
- Board Secretary- The board of education approved the contract- the job of Secretary is to attest to the vote by signing the contract. The secretary's signature does not signify agreement or disagreement, only attests that the board voted for the affirmative.
- Board member identifies curriculum they want removed from classroom(s)



## HIGHLIGHTS

### USE A BOARD HANDBOOK TO:

- Onboard new members
- Review important processes
- Reference responsibilities and actions of the board
- Roles, responsibilities, and duties are hard to find and define without a written guide
- Train new members and embed content review in board meetings for review and refinement



# LEVERAGE AND BUILT YOUR SCHOOL BOARD HANDBOOK

What are 3 things you are going to do following this session related to the school board handbook?

Build? Add? Update? Contact?

- 1
- 2
- 3

Write them on the hand out provided



The image features a central white rectangular box with a thin black border, containing the text "REMAINING QUESTIONS?". Surrounding this box are eight dark gray circular icons, each containing a white question mark. The icons are of varying sizes and are scattered across the light gray background. Some icons have soft shadows beneath them, giving them a three-dimensional appearance. The overall composition is clean and minimalist, focusing on the theme of questions and uncertainty.

REMAINING QUESTIONS?

## CONTACT US!

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