

Blaine County School District - Trustee Onboarding Checklist

Task	Completed
Operations - Board Clerk	
Reading: Board of Trustees Handbook	
Set up email	
Add email to email groups	
Order name plaque	
Get Chromebook	
Share Trustee Calendar	
Grant access to PolicyTracker (Google Sheets)	
Grant access to AgendaBuilder (Google Sheets)	
Review shared files (Google Docs)	
Set up in Diligent - login	
Review process for public records requests	
Explain how Donovan Group communications team handles website, press releases, social media, etc.	
Provide contact list for admin and trustees	
Get short biography and photo for website	
Review and answer questions about Board of Trustees Handbook	
Board Overview - Board Chair, Board Clerk	
Reading: Best Practices of School Board Trustees	
Explain how board meetings are designed to impact student achievement	
Explain role of the chair, vice chair, board clerk	
Explain how agenda is created and organization, AgendaBuilder, give a tour of BoardDocs	
Share meeting schedule for the year, explain swearing in (Oath)	
Discuss Idaho Open Meeting Law / Robert's Rules of Order	
Explain written and verbal public comments and responses	
Discuss The Summit Newsletter - how to suggest stories and provide feedback	
Discuss email etiquette	
Discuss School Liaison role, schedule	
District Overview - Board Chair (Chair of Policy Committee), Superintendent	
Reading: 2024-2029 Strategic Plan	
Explain how the superintendent impacts student achievement	
Discuss the role of trustees vs superintendent/administration	
Share Strategic Plan and how it impacts student achievement	
Share recent significant board decisions	
Shifting to district-wide practices for consistency	
Describe policy committee and policy update process, PolicyTracker	
Explain current district focus on how students' attendance and sleep impacts their mental health	
Explain executive session and access to confidential information	
Explain role of board advisory committees	

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Task	Completed
Curriculum/Calendar Overview - Trustee (Chair of Calendar/Curriculum Committees), Assistant Superintendent	
Review 2024-25 School Calendar	
Explain how district calendar impacts student achievement	
Discuss the purpose of recent changes to the calendar (trimesters, early out on Wednesdays for PLCs), hot issues	
Explain how using data and collaboration to improve student achievement (PLCs)	
Explain the role of Curriculum committee, the curriculum adoption schedule	
Explain role of the Calendar Advisory Committee	
Finance Overview - Trustee (Chair of Finance Committee), Superintendent, Finance Director	
Reading: School Finance Basics	
How finances impact student achievement	
Share a high level overview of revenue, expenses	
Discuss funding challenges	
Explain trustees' fiduciary responsibility for taxpayer dollars	
Go through monthly financials on the agenda	
Explain the annual audit	
Explain RFPs	
Discuss workforce housing solutions	
Explain the role of the finance advisory committee	
HR Overview - Trustee (with HR experience), HR Director, and Special Programs Director	
Reading: Master Agreement 2024-25	
Explain how HR practices impact student achievement	
Discuss hiring priorities and challenges	
Review monthly HR report on the agenda	
Explain the difference between certified vs classified employees, administrators vs directors	
Explain salary schedules (steps and lanes), the impact of the compensation study	
Explain the purpose of the Master Agreement, how negotiations with teacher's association works	
Discuss the Grow Your Own and rental assistance programs	
Explain what "special programs" are (e.g., special ed, multi-language learners, 504 process)	
Explain the staffing and responsibility of nurses, counselors, social workers, school psychologists	
Explain the role of the school wellness committee	
School/Department Tours - School principals/Department heads, Superintendent or Assistant Superintendent	
Reading: District Family Handbook	
Arrange a school tour with each principal	
Explain current student achievement successes and challenges	
Explain how each department impacts student achievement	
Describe the progress of PLC implementation and impact on students so far	
Discuss approaches for dealing with student behavior and mental health challenges	
Share progress of PBIS training and impact	

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Task	Completed
Meet department heads in their buildings - IT, Buildings and Grounds, and Transportation. <i>Invite other trustees.</i>	