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The First 120 Days



Your first several months of school board service are an exciting time, and overwhelming, too.

As a new board member in Texas, there's a lot to do. There's the oath of office, legal documents to sign, forms to file, and mandatory training to take. Use the checklist below to make sure you're meeting all the legal requirements for your first 120 days—and beyond—on the school board. For even more information on board service, check out our [guide for new school board members](#) to help in your transition to public service.

As soon as feasible after election

- **Certificate of Election**
Get your Certificate of Election prepared by the presiding officer of the local canvassing authority in compliance with Texas Election Code section 67.016. See TASB Policy BBBB (LEGAL).*
- **Statement of Elected Officer**
Read and sign the Statement of Elected Officer and take the oath of office in accordance with the Texas Constitution, Art. XVI, Section 1. See TASB Policy BBBB (LEGAL).*

Your first week

- **Conflict of interest disclosure**
File a conflict of interest disclosure form within your first week (if applicable). These requirements are ongoing and apply to all school officials as defined by state law and district policy.
- **Form CIS**
[File Form CIS from the Texas Ethics Commission website](#), with your district's records administrator (often the superintendent's secretary) if any of the following apply:
 - Within the last year, you or your first-degree family member have received taxable income of more than \$2,500, or gift(s) with a value of more than \$100, from a school district vendor.
 - You have a family relationship within the third degree of relation to a school district vendor. See TASB Policy BBFA (LEGAL), (LOCAL).*
- **Form CIQ**
If you own, or are a representative of, an entity that does business with the district,

- **Other disclosures**

Other disclosures may be required of trustees in your district by state law or local policy. See TASB Policies BBFA (LEGAL) and (LOCAL).* If you are not sure what laws apply to your district, contact an attorney.

In your first two weeks

- **Form to withhold personal information (optional)**

You have the option to complete a form to withhold personal information—like your home address, phone number, emergency contact information, and family information—from the district's response to a request for public information. See TASB Policy GBA (LEGAL).*

- **TASB Resources**

Receive introduction to TASB resources and set up your myTASB password at my.tasb.org

In your first 90 days

- **Open Meetings Act training**

You must attend one to two hours of [Open Meetings Act \(OMA\) training](#), per Tex. Gov't Code § 551.005. Options for OMA resources and training:

- TASB Legal Services School Law eSource has [online resources about the Texas Open Meetings Act](#).
- [The TASB Online Learning Center \(OLC\)](#) offers an online OMA training that is customized for school board members.
- The Texas Attorney General also offers [free online OMA training](#) that is available to all governmental bodies.

- **Public Information Act training (if applicable)**

If it's required by your local policy, you'll also need to attend one to two hours of Public Information Act (PIA) training. Board member training on the PIA is recommended but not required if the district has delegated responsibility for the training to the superintendent or other administrator in TASB Policy BBD (LOCAL), per Tex. Gov't Code § 552.012. See TASB Policies BBD (LEGAL) and (LOCAL).*

Before the end of your first 120 days

- **Local orientation**

If you haven't attended a local orientation, make sure you receive orientation to your local district policies and procedures, including, but not limited to, an introduction to the following:

- Current school board policy manual and any operating procedures
- Policies governing board meetings and trustee responsibilities in policy manual Section B on Governance
- District goals and priorities
- District's budget calendar and process for board adoption of budget and tax rate
- Superintendent evaluation instrument and process

- **Texas Education Code orientation**

Attend a three-hour orientation on the Texas Education Code delivered by your [regional education service center](#). See TASB Policy BBD(LEGAL).*

- **Evaluating student academic performance training**

Attend a three-hour session on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career and military readiness from your regional education service center or authorized provider. See TASB Policy BBD(LEGAL).*

- **Identifying and reporting child abuse**

Attend a one-hour training session on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children from a registered provider. See TASB Policy BBD(LEGAL).*

- **School Safety**

Attend an online course that provides trustees with research-based information on

By the end of your first year

It doesn't end with the first 120 days. Before your whirlwind first year is over, make sure you do the following:

- **Team-building and continuing education needs assessment**

Participate in a team-building session and assessment of continuing education needs with the rest of your district board of trustees and your superintendent.

- **Cybersecurity training**

At least once each year board members must complete a cybersecurity training program from a state-certified provider or by your district. See TASB Policies CQB (LEGAL) and (LOCAL).

- **10 hours of additional continuing education**

You'll need to attend at least 10 hours of additional continuing education, based on assessed needs and state-adopted Framework for School Board Development.

Please note:

- The one to two hours of Open Meetings Act training, and the one to two hours of Public Information Act training if required by local policy, count toward this requirement.
- The required 10 hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. See TASB Policy BBD (LEGAL).* For more information, visit the [TASB Online Learning Center \(OLC\)](#). (You can access the OLC using your myTASB login or create an account.) Also in the OLC, don't miss the New Board Member Launch and Top Ten Things to Know packages.

* To access any policies referenced in this section, see your district's website for a link to your district's localized policy manual through *Policy On Line*®.

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