

Director Orientation

The board will help newly-elected or appointed directors to understand the policies and procedures of the board. To facilitate this process, new directors will be provided with:

- A. WSSDA publications (e.g. *Open Public Meetings, Conflict of Interest, Washington School Board Standards, Serving on Your Local School Board, The Basics of School Law, and Parliamentary Procedure*);
- B. Goals for the school district and plans, if developed;
- C. Access to board policies and administrative procedures;
- D. Student and staff handbooks from individual schools;
- E. Collective bargaining agreements;
- F. District budget;
- G. Financial status reports (most recent copies);
- H. Board minutes (past year);
- I. Achievement test results and relevant data for evaluating student learning; and
- J. Superintendent and principal leadership frameworks.

The board chair, or designee, and the superintendent will meet with new directors as soon as possible following their election or appointment to review these materials and discuss the role and function of the various administrators employed by the district. The orientation will include protocols relating to: (1) arranging for visits of school or administrative offices; (2) requesting information regarding school operations; (3) responding to a complaint concerning staff or program; and (4) handling confidential information.

Directors will be encouraged to attend meetings, workshops and conferences to increase their knowledge and competencies.