

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 have access to:

- 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 [strategic plan](#), if developed.
- C. [Board policies and administrative procedures](#).
- D. Student Discipline [Policy 3241](#).
- E. [District staff handbook](#).
- F. Student and staff handbooks from individual schools. **Look on each school's website**
- G. [Collective bargaining agreements](#).
- H. [District budget](#).
- I. [Financial status reports](#) (most recent copies). **Provided in Board Meeting Packets**
- J. [Board minutes](#). **Included in Board Meeting Packets for prior meetings.**
- K. [Achievement test results and relevant data for evaluating student learning](#).
- L. [Job Postings](#)
- M. [Organizational Chart](#)

The board chair or a designee and the superintendent will assist each new director in the review of these materials and will review the role and function of the various administrators employed by the district as needed or requested. The orientation will include, as per district policy, how to: (1) arrange for visits of school or administrative offices; (2) request information regarding school operations; (3) respond to a complaint concerning staff or program; and (4) handle confidential information.

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

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