

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, Evaluation of School Personnel, and Parliamentary Procedure*);
- B. Goals for the school district;
- C. Board policies and administrative procedures;
- D. Student rights, responsibilities and conduct;
- E. District handbook;
- F. Student and staff handbooks;
- G. Collective bargaining agreements;
- H. School budget;
- I. Financial status reports (most recent copies);
- J. Board minutes (past year);
- K. Overall school achievement and relevant data for evaluating student learning;
- L. Student Learning Objectives; and
- M. Staff member job descriptions.

The superintendent or designee will assist each new director in the review of these materials and will review the role and function of district staff. The orientation will include, as per district policy, how to: (1) arrange for visits of school or administrative office; (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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Shaw Island School District
Classification: Discretionary
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