

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

- Board Policies, and District Administrative Regulations;
- WSSDA publications (e.g., Open Public Meetings, Conflict of Interest, Parliamentary Procedure);
- Training on Policy Governance model of governing;
- Ends for the school District and strategic plan, if developed;
- Student rights, responsibilities and conduct;
- District staff handbook;
- Student and staff handbooks from individual schools;
- Collective bargaining agreements;
- District budget;
- Financial status reports (most recent copies);
- Board minutes (past year);
- Achievement test results and relevant data for evaluating student learning; and
- Staff member job descriptions and a staff 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, which shall include in person meetings with cabinet level staff members. The orientation will include, as per District Regulation, 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.

*November 18, 2015 – Adoption*