

Director Orientation

The board will help newly-elected or appointed directors to understand the policies and procedures of the board.

To facilitate this process, the Board President or designee will create and maintain a comprehensive orientation manual, including directions on how to access information and appropriate web addresses or links. Within 3 (three) business days of taking their oath of office, new directors will be provided access to the manual, and to all information covered within. New board members will have the opportunity to meet with the Board President or designee for review within 30 days and as needed thereafter.

Items to be provided by the Board President or designee include as follows:

- 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. The role and function of the Superintendent and their cabinet;
- D. Previous two years of Superintendent performance reviews and current contract.

Items to be provided by the Superintendent or designee include as follows:

- E. Olympia School District policies and procedures;
- F. Student and staff handbooks from individual schools and the district;
- G. All current collective bargaining agreements;
- H. Olympia School District budget allocations, both staff and financial;
- I. Financial status reports;
- J. Board minutes from the past year; and
- K. Achievement test results and relevant data for evaluating student learning.

Procedurally, the orientation will include, as a minimum, 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 programs; and (4) handle confidential information.

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

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Olympia School District
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