

## **DIRECTOR ORIENTATION**

The board will help newly-elected or appointed directors to understand board-adopted district policies, board operating procedures, and school programs. To facilitate this process, new directors will be given access to:

- School district strategic plan and goals
- Board adopted district policies
- Board operating procedures
- District organization charts ( with functions/responsibilities)
- Collective bargaining agreements
- School district budget
- Financial status reports
- District-wide student performance data
- Annual school performance reports
- WSSDA publications
- WSSDA Avoiding Conflicts of Interest: A guide for School Board Members and Superintendents

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 school district via an orientation process. This process will include: how to arrange for a visit to a school or administrative office; how to request information regarding district operations; how to respond to a complaint concerning staff or program; and how to handle confidential information. .

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

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