

Section: **BOARD OF DIRECTORS**

Procedure Title: **Candidate Orientation**

Candidate Orientation

Candidates for appointment or election to the board shall be urged to attend public meetings of the board. All public information about the school system shall be made available to them.

Additionally, the board directs the superintendent to cooperate impartially with all candidates in providing them with information about school governance, board operations and school programs. Information to board candidates may include;

- A. Notifying the candidate of open meetings of the board, accompanied with an agenda;
- B. Meeting with the candidate to provide background information on the school system and board service and/or arranging such other candidate orientation sessions as the candidate may reasonably request;
- C. Providing each candidate with access to publications of the district, materials from the Washington State School Directors' Association, the official minutes of board meetings and the district policy manual;
- D. Reviewing the district budget and related fiscal documents; and
- E. Providing each candidate with information regarding the Public Disclosure Act.

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 board member to serve as their mentor
- WSSDA publications (e.g., Evaluation of School Personnel, Parliamentary Procedure)
- Goals for the school district and strategic plan, if developed
- Board policies and administrative procedures

Procedure 1110 Cont.

- Student rights, responsibilities and conduct
- District staff handbook
- Student and staff handbooks from individual schools
- Collective bargaining agreements
- School budget
- Financial status reports (most recent copies)
- Board minutes (past year)
- Achievement test results
- Staff member job descriptions

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. The superintendent will also clarify, 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.

Adopted: January 23, 2006
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