

THE BOARD OF DIRECTORS

Director Orientation

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

The board and superintendent will provide at least the following:

1. [Board-Superintendent operating protocol](#); (Policy 1621)
2. [Procedures and protocol for school visitations](#); (Procedure 1622P)
3. [Procedures for requesting information](#); (Policy 1621)
4. Procedures relating to personnel issues; and (not applicable)
5. The proper handling of confidential information, especially executive and closed sessions of the board. (not applicable)

Newly-elected board members will be provided a copy of, access to and an orientation to at least the following:

1. Washington State School Directors Association (WSSDA) publications;
(<http://www.wssda.org/>; Resources)
 - a. State Conference November 14-17, Spokane
2. [District strategic plan goals for the current year](#);
3. Training to access policies and procedures maintained online; (www.everettsd.org; About our District; Policies and Procedures ([Link](#)))
4. Student Responsibilities and Rights Policies brochure ([online](#));
5. Administrative structure ([online](#));
6. Collective bargaining agreements ([online](#)); (www.everettsd.org ; Staff; Assoc Agreements)
7. Current annual operating budget (F195);
8. Recent annual financial report (F196);
9. Final report of any council or committee of the board or appointed by the superintendent presented to the board during the previous twelve months;
10. Recent school improvement plan and performance report samples ([online](#));
11. Training to access official board minutes and agendas maintained online. ([BoardDocs](#))
12. [Civility policy](#) (Policy 5161)
13. Legislative session conference (January 10-11, 2019); Code of conduct ([handbook](#))

The superintendent will provide an opportunity for new directors to meet with the superintendent and cabinet members to learn about the role and responsibilities of the various divisions and departments.

Directors will be encouraged to attend local, state and national meetings, workshops and conferences about education to increase their competency as directors.

Adopted: February 2005
Revised: May 2011
Renumbered: October 2011