

CANDIDATE AND DIRECTOR 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 upon request. The superintendent shall cooperate impartially with all candidates in providing them with information about school governance, board operations and school programs. Information to board candidates may include:

- Including the candidate on the electronic notification list of open meetings of the board;
- Arranging, upon request a meeting with the candidate to provide background information on the school system and board service.
- Providing each candidate with access to publicly available materials and information listed below under Director Orientation; and information regarding the Public Disclosure Act, Open Public Meetings Act, and conflict of interest laws.

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 access to materials such as:

- WSSDA publications: (~~e.g., Evaluation of School Personnel, Parliamentary Procedure~~)(<http://www.wssda.org/Resources/ForNewSchoolDirectors.aspx>)
- Goals for the school district and strategic plan, if developed
- Board policies and administrative procedures
(<http://www.woodlandschools.org/?q=node/9890>)
- Student rights, responsibilities and conduct
(<http://www.woodlandschools.org/alt/policies/3000%20Students/3200%20Rights%20and%20Responsibilities.htm>)
- District staff handbook
- Student and staff handbooks from individual schools
- Collective bargaining agreements (<http://www.woodlandschools.org/?q=node/28>)
- School **District** budget (<http://www.k12.wa.us/safs/reports.asp>)
- Financial status reports (most recent copies)
(<http://www.woodlandschools.org/?q=wsdboard/archives>)
- Board minutes (past year) (<http://www.woodlandschools.org/?q=wsdboard/archives>)
- Achievement test results (<http://reportcard.ospi.k12.wa.us/summary.aspx?year=2010-11>)

- Information regarding the Public Disclosure Act, Open Public Meetings Act, and conflict of interest laws. <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56&full=true>,
<http://www.wssda.org/Resources/Publications/OpenPublicMeetings.aspx>,
<http://www.wssda.org/Resources/Publications/AvoidingConflictsOfInterest.aspx>
- Board/Superintendent Operating Principles
(<http://www.woodlandschools.org/index.php?q=node/4899&meeting=86>)
~~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,
- (4) handle confidential information.

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

Adoption Date: ~~April 18, 2001~~ October 24, 2011
Woodland School District #404