

GRANITE FALLS SCHOOL DISTRICT

BOARD OF DIRECTORS

POLICY 9350: 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:

- WSSDA publications (e.g., Evaluation of School Personnel, Parliamentary Procedure)
- Strategic Plan/Goals for the school district
- Board policies, minutes and administrative procedures
- Student rights, responsibilities and conduct
- Student and staff handbook from individual schools
- Collective bargaining agreements
- School budget
- Financial status reports (most recent copies)
- Achievement and assessment test results
- ID Badge, Email/Internet Access Password
- Orientation meeting with Superintendent and Board President

The superintendent and current school board directors 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) visit school or office, (2) request information regarding school operations, (3) respond to a complaint concerning staff or program, (4) handle confidential information, and (5) outline procedures and protocols for electronic communication including public disclosure laws, district computer use is regularly monitored and subject to disclosure without prior consent or notice, and limitations of board communication via electronic means.

The board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. In accordance with ESSB 5964 effective July 1, 2014, all board directors will participate in trainings regarding: 1) the Open Public Meetings Act; 2) the Public Records Act; and 3) Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment. After the initial trainings, board directors will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law. Board directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

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

The new director will have an orientation meeting with the Superintendent and the Board President prior to their first scheduled board meeting in the capacity of a board member.

Legal References:

RCW 28A.343.360, Oath of Office
RCW 40, Public Documents, Records, and Publications
RCW 40.14, Preservation and Destruction of Public Records
RCW 42.30, Open Public Meetings Act
RCW 42.56, Public Records Act

RCW 42.56.580, Public Records Officers

ADOPTED: MARCH 8, 1990
AMENDED: APRIL 27, 2000
AMENDED: JANUARY 20, 2010
AMENDED: OCTOBER 15, 2014