

1112 Board Member Orientation

Orientation Materials

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:

- Washington State School Directors' Association publications (e.g., Open Public Meetings and Conflict of Interest);
- District Goals, Guardrails, and Strategic Plan;
- Board Policies and Board and Superintendent Procedures;
- Basic Rules of Seattle Public Schools, containing student rights and responsibilities;
- Collective bargaining agreements;
- District and school budget(s);
- Financial status reports (most recent copies);
- Board meeting materials;
- School Reports; and
- Senior staff member job descriptions.

Orientation Assistance

The Board President and the Superintendent or a designee will assist each new Director in the review of orientation materials and will review the role and function of the various senior administrators employed by the district.

The orientation will include, 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 a staff or program; and (4) handle confidential information.

Training and Professional Development

In addition to scheduled Board meetings, Directors will be encouraged to attend meetings, workshops, and conferences to increase their knowledge and competencies. The Board designates those persons newly elected to serve as Board Directors but not yet sworn into office to attend the Annual Conference of the Washington State School Directors' Association as representatives of the District.

Directors are required to participate in trainings, including new Director training offered by the Washington State School Directors' Association, as provided in Board Policy No. 1822, Board Professional Development and Participation in Directors' Association.

Superintendent Procedure:

Policy Cross References:

- 0020 – Goals for the District
- 0025 – Guardrails for the District
- 1005 – Responsibilities and Authority of the Board
- 1010 – Oversight and Progress Monitoring
- 1220 – Board Officers and Duties of Board Members
- 1610 – Conflicts of Interest
- 1620 – Board-Superintendent Relationship
- 1810 – Board Goals and Self-Evaluation
- 1822 – Board Professional Development and Participation in School Directors' Association
- 3240 – Student Behavior and Disciplinary Responses
- 4020 – Confidential Communications
- 4200 – School Visitations and Maintaining Safe and Orderly Environments
- 4220 – Complaints Concerning Staff or Programs
- 5230 - Job Descriptions/Responsibilities
- 6030 – Financial Reports

Previous Policies:

- B48.00 – Orientation of New Members

Legal References:

Management Resources:

- *Basic Rules of Seattle Public Schools*
- Washington State School Directors' Association (WSSDA) Publications, e.g.:
 - *Open Public Meetings: A Guide for School Board Members and Superintendents*
 - *The Basics of School Law: A Guide for School Directors*
 - *Avoiding Conflicts of Interest: A Guide for School Board Members and Superintendents*
 - *Parliamentary Procedure: A Guide for School Board Members and Superintendents*
 - *WSSDA Budgeting and Bargaining Manual*
 - *Serving on Your Local School Board: A Guide to Effective Leadership*
- *Seattle School Board Director Handbook*

Last Board Review:

- July 2, 2025

Revisions:

- July 2, 2025

- March 12, 2025 (Administrative Update per Policy No. 1310)
- August 22, 2023 (Administrative Update per Policy No. 1310)
- December 1, 2021

Adopted by the Board:

- June 1, 2011