

1112 Board Member 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:

- Washington State School Directors' Association publications (e.g., Open Public Meetings and Conflict of Interest);
- Goals for the school district and strategic plan, if developed;
- 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);
- Minutes from Board legislative meetings (past year);
- School Reports; and
- Senior staff member job descriptions.

The Board President and the Superintendent or a designee will assist each new Director in the review of these 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.

In addition to scheduled Board meetings and work sessions, Directors will be encouraged to attend meetings, workshops, and conferences to increase their knowledge and competencies.

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 – Training & Professional Development for Board Members/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:

Revisions:

- 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