

# OLYMPIC EDUCATIONAL SERVICE DISTRICT 114 BOARD POLICY DIRECTOR ORIENTATION

## POLICY 1112

The Olympic Educational Service District 114 (OESD) Board of Directors (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 New Board Member Onboarding Session(s) that cover the following:

- A. Educational Service District (ESD) Statutory Requirements
- B. Region Geographic Orientation (School Districts, Early Learning, and other supported organizations)
- C. ESD and Washington Association of Educational Service Districts (AESD) history and organization chart.
- D. Annual Planning Calendar Template outlining: Agency Goals, Board Goals, Superintendent Goals, Assistant Superintendent Goals, Department Goals
- E. Board Self-Assessment
- F. Board-Superintendent Operating Principles/Roles and Responsibilities
- G. Overview – Board Policy and Procedure – sustainment and development and services provided?
- H. Washington State School Directors’ Association (WSSDA) publications (e.g. *Open Public Meetings, Conflict of Interest, Washington School Board Standards, Serving on Your Local School Board, The Basics of School Law, and Parliamentary Procedure*)
- I. Technology Orientation (OESD & AESD Websites and OESD Board electronic information)
- J. Physical Tour of the Facility
- K. Budget and Financial Orientation
- L. Teaching & Learning Orientation
- M. Board minutes and Annual Accountability Report (posted on the website)

The Board Chair, or a designee, and 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 orientation will include, as per district policy, how to: (1) arrange for visits of school or administrative offices; (2) request information regarding school/ESD operations; (3) respond to a complaint concerning staff or program; and (4) handle confidential information.

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

Date Adopted: February 18, 2021

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