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The Board of Directors – Series 1000

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BOARD POLICY

Policy No. 1000

BOARD OF DIRECTORS

1000 LEGAL STATUS AND OPERATION

Legal Status

The board of directors of the Eastmont School District is the corporate entity established by the state of Washington to plan and direct all aspects of the district's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

The policies of the board define the organization of the board and the manner of conducting its official business. **The board's operating policies are those that the board adopts from time to time** to facilitate the performance of its responsibilities.

Organization

The corporate name of this school district is Eastmont School District No. 206, Douglas County, State of Washington. The district is classified as a first-class district is operated in accordance with the laws and regulations pertaining to first-class districts.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes, commensurate with his/her ability, to become effective citizens, the board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from state statute and regulation. Sources such as the school code (Title 28A. RCW), attorney general's opinions and regulations of the state board of education (Title 180 WAC) and the state superintendent of public instruction (Title 392 WAC) delineate the legal powers, duties and responsibilities of the board.

Number of Members and Terms of Office

The board shall consist of five members, elected by ballot by the registered voters of the district. Except as otherwise provided by law, board members shall hold office for terms of four years and until their successors are elected and qualified. Terms of board members shall be staggered as provided by law.

Newly elected directors shall take office at the first official meeting of the board of directors after the election results have been certified by the county auditor. Prior to beginning their term, directors shall take and subscribe to an oath of office.

BOARD POLICY

Policy No. 1000 (Cont'd.)

Cross Reference:	Board Policy 1111	Oath of Office
Legal Reference:	RCW 28A.150.230 RCW 28A.315.035 RCW 28A.343.300 RCW 28A.343.320 RCW 28A.343.330 RCW 28A.320.010 RCW 28A.320.020 RCW 28A.320.040 RCW 28A.343.360 RCW 29A.20.030 RCW 29A.20.040	Basic Education Act of 1977 Organization of school districts Director – Elections – Terms – Numbers Directors – Declaration of candidacy Directors – Ballots - Form Corporate powers Liability for debts and judgments Directors – Bylaws Directors – Oath of Office Local officers, beginning terms – Organization of district boards of directors Local elected officials, commencement of term and office

Adopted by the Board March 23, 1981

Revised by the Board February 28, 2006

BOARD OF DIRECTORS

Policy No. **1005**

BOARD OF DIRECTORS

1005 KEY FUNCTIONS OF THE BOARD

Acting on behalf of the people of each community, the school board will fulfill the following functions:

Vision: The board, with participation by the community, shall envision the future of the school district’s educational program and formulate goals, define outcomes and set the course for the school district. This will be done within the context of racial, ethnic and religious diversity and with a commitment to education excellence and equity for all students.

Structure: To achieve the vision, the board will establish a structure which reflects local circumstances and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework. This includes employing a superintendent, developing and approving policies, formulating budgets, setting high instructional and learning goals for staff and students, and nurturing a climate conducive to continuous improvement.

Accountability: The board’s accountability to the community will include adopting a system of continuous assessment of all conditions affecting education, including assessments for measuring staff and student progress towards goals. The public will be kept informed about programs and progress. Staff and board training will be provided to ensure continuous improvement of student achievement.

Advocacy: The board shall serve as education’s key advocate on behalf of students and their schools. The board shall work to advance the community’s vision for its schools, pursue the district’s goals, encourage progress and energize systemic change and ensure that students are treated as whole persons in a diversified society.

Cross Reference:

Board Policy 1310	Policy Adoption, Manuals and Administrative Procedures
Board Policy 1810	Annual Goals and Objectives
Board Policy 1820	Evaluation of the Board

Adopted by the Board **February 28, 2006**

BOARD POLICY

Policy No. **1010**

BOARD OF DIRECTORS

1010 THE MISSION OF THE BOARD

As trustee for the community's schools, the Board of Directors is responsible for:

1. **Representing the Community:** learning about the concerns and **goals** that all segments of the community have for the schools and attempting to find ways to accommodate them wherever possible so that the schools will accurately respond to the needs of the community.
2. **Adopting Policy:** developing and implementing policies that will guide the district towards compliance with Federal and State statutes, rules and regulations.
3. **Monitoring Operations:** reviewing district operations to assure compliance with district policy.
4. **Controlling Expenditures:** formulating the district's annual budget and approving expenditures pursuant to that budget.
5. **Resolving Disputes:** resolving complaints or grievances brought by students, staff, or patrons, except those which by law or contract are assigned elsewhere for resolution.

Adopted by the Board March 23, 1981

Renumbered Policy 1010 – May 23, 2006
(Replaces Policy 1710)

BOARD POLICY

Policy No. 1011

BOARD OF DIRECTORS

1011 CODE OF ETHICS

As a means of fulfilling its mission, the Board requests each of its members to subscribe to the Code of Ethics adopted by the Washington State School Directors' Association. That code provides that each school district will:

1. be a staunch advocate of free public education;
2. upholding and enforce all laws, state Board rules and regulations and court orders pertaining to schools (Desired changes should be brought about only through legal and ethical procedures.);
3. make decisions in terms of the educational welfare of children and strive for public schools which can meet their individual needs of all children regardless of their ability, race, sex, creed or social standing;
4. join with fellow members on the Board, the staff, the community and the students in continuing study of the nature, value, a direction of contemporary education in order to facilitate needed changes in our schools;
5. work unremittingly to help the people of the community understand the importance of public education and the need to support it;
6. strive to ensure that people are accurately informed about our schools and try to interpret to the staff the **goals** of the community for its schools;
7. recognize that his/her responsibility is not to run the schools but, together with fellow Board members, to see that they are well run;
8. confine his/her Board action to policy making, planning and appraisal and help to frame policies and plans only after the Board has consulted those who will be affected by them;
9. arrive at conclusions only after discussing all aspects of the issues at hand with fellow Board members assembled in meeting;

BOARD POLICY

Policy No. **1011** (Cont'd)

10. recognize that authority rests with the whole Board assembled in public meetings and make no personal promises nor take any private action which may compromise the Board;
11. refuse to surrender independent judgment to special interest or partisan political groups or use the schools for personal gain or for the gain of friends;
12. hold confidential matters pertaining to the school which, if disclosed, would needlessly injure individuals or the schools;
13. vote to appoint, upon proper recommendation by the appropriate administrative officer, the best trained technical and professional personnel available;
14. support and protect school personnel in proper performance of their duties; and
15. refer all complaints to the chief administrative officer and act upon such complaints at public meetings only after failure of an administrative solution.

Adopted by the Board March 23, 1981

Revised by the Board August 26, 2002

Renumbered Policy 1011 May 23, 2006
(Replaces Policy 1711)

BOARD POLICY

Policy No. 1100

BOARD OF DIRECTORS

1100 ORGANIZATION OF THE BOARD

The corporate name of the School District is the Eastmont School District No. 206, Douglas County, State of Washington. The district is classified as a first-class district and is operated in accordance with the laws and regulations pertaining to that class of district.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes, commensurate with his/her ability, to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from statute and regulation. Sources such as the school code (RCW 28A), Attorney General's opinions and regulations of the State Board of Education (WAC 180) and the Superintendent of Public Instruction (WAC 392) delineate the legal powers, duties and responsibilities of the Board of Directors.

Legal References: RCW 28A.315.220 Organization of school districts
 28A.315.230 Classes of districts
 28A.320.010 Corporate powers
 28A.320.020 Liability for debts
 and judgments
 28A.320.040 Directors--Bylaws
 28A.320.030 Organization of the
 Board (districts of
 the first class)

Adopted by the Board March 23, 1981

BOARD POLICY

Policy No. 1105

THE BOARD OF DIRECTORS

1105 DIRECTOR DISTRICT BOUNDARIES

It is the responsibility of the Board of Directors to establish the boundaries of the internal director districts of the school district, and to redistrict the director districts as necessary.

The Board of Directors, with the assistance of the administration, the Educational Service District and the State Redistricting Commission, shall develop a plan of proposed director districts within eight months of any of the following events:

1. Receipt of federal decennial census data;
2. Consolidation of the District with one or more other districts;
3. Transfer of territory to or from the district;
4. Annexation of territory to or from the district; or
5. Approval by a majority of the district's voters of a proposal to divide the district into director districts.

The plan of the proposed director districts shall meet the following criteria:

1. The districts shall be as nearly as possible equal in population;
2. The districts shall be as compact as possible and consist of geographically contiguous area;
3. The districts shall not favor or disfavor any racial group or political party; and
4. The districts shall as much as possible coincide with natural boundaries and existing communities.

At least one week before the Board of Directors considers adoption of the plan of director districts, the Board shall hold a public hearing on the plan.

Within thirty days of adoption of the plan of director districts the legal descriptions and maps depicting the director districts shall be submitted to the county auditor. If the plan is submitted after the fourth Monday in June of an odd-numbered year, the plan will not take effect until the following year.

Any registered voter in the district may challenge the plan within 45 days of the plan's adoption by requesting that the superior court review the plan for compliance with the four criteria listed above.

BOARD POLICY

Policy No. **1105** (Cont'd)

Legal References:

RCW 29A.76.010	Redistricting by counties, municipal corporations, and special purpose districts
RCW 28A.343.030	Directors' districts in certain school districts - Election to authorize division in school district not already divided into director districts
RCW 28A.343.040	Division or redivision of district into director districts

Adopted by the Board September 28, 1992

Revised by the Board **February 28, 2006**

BOARD POLICY

Policy No. 1110

BOARD OF DIRECTORS

1110 ELECTION

Board election shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person is legally qualified to become a **board member** who is a United States citizen, and a qualified voter **resident in** the school district **and appropriate director district, if any.**

A person may become a candidate for a place on the Board by filing a declaration of candidacy with the county auditor during the July filing period as prescribed by law. **If the school district includes territory in two or more counties, the declaration of candidacy shall be filed with the county auditor of the county designated by the school state board of education as county to which the district belongs, pursuant to RCW 28A.323.040.** In the event that there are more than two candidates for any position on the board, a primary election shall be held on the third Tuesday of September in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the school election ballot the following November.

In the event a school director position becomes vacant or a void in candidacy for a school director position occurs before the sixth Tuesday prior to the primary election, the county auditor shall establish a special three-day filing period.

In the event a school director position becomes vacant or a void in candidacy for a school director position occurs after the sixth Tuesday before the primary election, but before the sixth Tuesday before the general election, then the county auditor shall establish a special three-day filing period. In such a case, regardless of the number of candidates, there will be no primary, and the winner of the position will be the candidate receiving a plurality of the votes cast.

In the event a school director position becomes vacant or a void in candidacy for a school director position occurs after the sixth Tuesday before the general election, the scheduled election is lapsed, the election deemed stricken from the ballot, no write-in votes counted and no candidate certified as elected. If an incumbent school director is serving in this instance, the director's service on the board will continue until the next school board election or until the director resigns. If no director is currently serving, the position will be filled by the board consistent with the board's policy on filling vacancies.

BOARD POLICY

Policy No. 1110 (Cont'd.)

Cross Reference:	Board Policy 1115 Board Policy 1610	Vacancies Conflicts of Interest
Legal Reference:	RCW 28A.323.040 RCW 28A.343.300 RCW 28A.343.320 RCW 28A.343.330 RCW 28A.343.340 RCW 29A.04.151 RCW 29A.24.181 RCW 29A.24.191 RCW 29A.52.210 RCW 42.12.010	Joint school districts –Administration - County to which joint school district considered as belonging Directors – Terms – Numbers Directors-Declarations of candidacy - Positions as separate offices Directors-Ballots-Forms Directors-When elected-Eligibility Residence Reopening of filing-Occurrences after sixth Tuesday before primary Scheduled election lapses, when Local primaries Causes of vacancy

Adopted by the Board March 23, 1981

Revised by the Board **February 28, 2006**

BOARD POLICY

Policy No. **1111**

BOARD OF DIRECTORS

1111 OATH OF OFFICE

According to statutory provision, each new director shall take an oath **or affirmation** to support the constitutions of the United States and the state of Washington **and** to promote the interests of education and to faithfully discharge the duties of his/her office to the best of his/her ability. A school district officer or notary public authorized to administer oaths must certify to this oath and the signature of the member. **After properly completed, the oath of office shall be filed with the county auditor.**

Legal Reference: RCW **28A.343.360** Oath of Office

Adopted by the Board March 23, 1981

Revised by the Board **February 28, 2006**

BOARD POLICY

Policy No. 1112

BOARD OF DIRECTORS

1112 DIRECTOR ORIENTATION

The Board will help newly elected or appointed directors to understand the policies and procedures of the board. To facilitate this process, the directors will be provided with:

- WSSDA publications (e.g., Evaluation of School Personnel, Parliamentary Procedure)
- Goals for the school district **and strategic plan, if developed**
- Board policies and administrative procedures
- Student rights, responsibilities and conduct
- District staff handbook
- Student and staff handbook from individual schools
- Collective bargaining agreements
- School budget
- Financial status reports (most recent copies)
- Board minutes (past year)
- Achievement test results
- 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, and (4) handle confidential information.

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

Adoption by the Board September 28, 1992

Revised by the Board February 28, 2006

BOARD POLICY

Policy No. **1113**

BOARD OF DIRECTORS

1113 BOARD MEMBER RESIDENCY

A school director must remain a resident of the school district to be eligible to continue to serve as a school board member. If a director's residence changes to a place outside the district, the director must resign and his/her eligibility to serve ends with the change of residence.

If a director is required to live within a specific director area of the district in order to be elected or appointed to the school board, and the director's residence changes to a place outside the director area, but within the district, the director may continue to serve on the school board until the next regular school district election (the fall of odd numbered years), at which time an election will be held to fill the board position for the director area the director no longer resides in. If the change of residence occurs after the filing period for the regular school district election, but before the election, and the director is in the first two years of his/her term, he/she may continue to serve from a residence outside the director area, but within the district, until the end of the term he/she was elected to.

If a director's director area boundaries are redrawn during his/her term of office, the director may serve out the term he/she was elected to.

Cross References:	Board Policy 1105	Director District Boundaries
	Board Policy 1110	Elections
	Board Policy 1114	Board Member Resignations
	Board Policy 1115	Vacancies
Legal References:	RCW 28A.343.340	Directors – When elected – Eligibility
	RCW 28A.343.350	Residency
	RCW 29A.04.151	Residence
	RCW 29A.76.010	Redistricting by counties, municipal Corporations, and special purpose districts
	RCW 42.12.010	Causes of Vacancy
	AGO 1975 No. 8	Vacancy upon voluntary change of residence out of director district (note modification by 1999 amendment codified as RCW 28A.343.350)

New Policy
Adopted by the Board February 28, 2006

BOARD POLICY

Policy No. **1114**

BOARD OF DIRECTORS

1114 BOARD MEMBER RESIGNATION

Upon receipt of a director's written resignation, the board shall consider the resignation at its next regularly scheduled meeting. The board shall then accept the resignation by formal action and declare the board position vacant unless the resignation is withdrawn any time prior to the board's action.

Legal References:	RCW 28A.343.350	Residency
	RCW 28A.343.370	Vacancies
	RCW 29A.04.151	Residence

New Policy
Adopted by the Board February 28, 2006

BOARD POLICY

Policy No. **1115**

BOARD OF DIRECTORS

1115 BOARD VACANCIES

In case of a **board** vacancy, the remaining Board members shall fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will appoint one of the candidates to serve until the next regular scheduled election, **at which time a director shall be elected for the unexpired term, if any.**

The appointment shall be approved **by roll call vote, by not less than three members of the board.** If there exists fewer than three members, the educational service district board members shall appoint a sufficient number to constitute a legal majority of the Board. Should the board fail to fill a vacancy within ninety (**90**) days from the creation of such vacancy, the educational service district board member shall fill such vacancy. Appointees shall **be United States citizens and qualified voters resident in the school district and appropriate director district, if any.**

Cross References:	Board Policy 1114 Board Policy 1450	Board Member Resignation Absence of Board Member
Legal Reference:	RCW 28A.310.030 RCW 28A.343.370 RCW 28A.330.020 RCW 42.30.110	ESD Board Directors—filling vacancies Certain board elections, manner and vote required Board member interviews in open public session

Adopted by the Board March 23, 1981

Revised by the Board February 28, 2006

BOARD POLICY

Policy No. 1120

BOARD OF DIRECTORS

1120 ANNUAL ORGANIZATIONAL MEETING -- 1ST CLASS DISTRICTS

At the first regular meeting following the election of school directors or the first meeting following the first Tuesday in November, the directors shall elect from among the members a president and a vice-president to serve one-year terms. In even-numbered years a legislative representative shall be elected who shall serve a two year term. Officers shall not be elected following an appointment of a director to fill a vacancy on the Board unless a majority of the Board is appointed. If a member of the Board is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the president and the vice president, the Senior Board member shall perform the functions of the president during the latter's absence. The Superintendent shall act as secretary to the Board. In order to provide a record of the proceedings of each meeting of the Board, the Superintendent shall appoint a recording secretary of the Board.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of minutes of the previous meeting.

1. Welcome and instruction of newly-elected Board members by the president.
2. Call for nominations for president to serve during the ensuing year.
3. Elect a president.
4. Assumption of office by the new president.
5. Call for nominations for vice-president to serve during the ensuing year.
6. Election of a vice president.

Policies and bylaws shall continue from year to year and Board to Board unless the Board changes them.

Legal Reference: RCW 28A.400.030(1)	Superintendent's duties
28A.59.030	Board president, vice-president--Secretary
28A.59.070	Duties of Superintendent as secretary

Adopted by the Board August 9, 1971

Revised by the Board March 23, 1981

BOARD POLICY

Policy No. 1130

THE BOARD OF DIRECTORS

1130 BOARD COMMITTEES

From time to time the Board may appoint sub-committees of the Board to meet with groups of staff or citizens, or to study a matter which is before the Board for consideration and action.

It is the policy of the Board that sub-committee members serve only to gather information for subsequent reporting to the full Board and in no case will the members of the sub-committee, either suggest action or make any representation which may have the effect of committing the full Board, either expressly or implied, to any line of action.

Legal Reference: RCW 28A.320.040 Directors Bylaws

Adopted by the Board March 23, 1982

BOARD POLICY

Policy No. 1140

THE BOARD OF DIRECTORS

1140 DIRECTOR DISTRICT BOUNDARIES

It is the responsibility of the Board of Directors to establish the boundaries of the internal director districts of the school district, and to redistrict the director districts as necessary.

The Board of Directors, with the assistance of the administration, the ESD and the State Redistricting Commission, shall develop a plan of proposed director districts within eight months of any of the following events:

1. Receipt of federal decennial census data;
2. Consolidation of the District with one or more other districts;
3. Transfer of territory to or from the district;
4. Annexation of territory to or from the district; or
5. Approval by a majority of the district's voters of a proposal to divide the district into director districts.

The plan of the proposed director districts shall meet the following criteria:

1. The districts shall be as nearly as possible equal in population;
2. The districts shall be as compact as possible and consist of geographically contiguous area;
3. The districts shall not favor or disfavor any racial group or political party; and
4. The districts shall as much as possible coincide with natural boundaries and existing communities.

At least one week before the Board of Directors considers adoption of the plan of director districts, the Board shall hold a public hearing on the plan.

Within thirty days of adoption of the plan of director districts the legal descriptions and maps depicting the director districts shall be submitted to the county auditor. If the plan is submitted after the fourth Monday in June of an odd-numbered year, the plan will not take effect until the following year.

Any registered voter in the district may challenge the plan within 45 days of the plan's adoption by requesting that the superior court review the plan for compliance with the four criteria listed above.

BOARD POLICY

Policy No. 1140 (Cont'd)

- Legal References: 1991 Wash. Laws Ch. 288 School District
Director Districts
RCW 29.70.100 Redistricting by counties,
municipal corporations, and
special purpose districts
- 28A.315.270 Petition for reorganization--
Conditions
- 28A.315.280 Transfer of territory--By
petition--By ESD Superintendent--
when election required
- 28A.315.290 Annexation of district bounded
on three sides by high school
district
- 28A.315.320 Dissolution and annexation of
certain districts--Annexation of
nondistrict property
- 28A.315.590 Directors' districts in certain
school districts--Election to
authorize division in school
districts not already divided
into director districts
- 44.05.030 Redistricting commission--
Membership--Chairperson
Vacancies

Adopted by the Board September 28, 1992

BOARD POLICY

Policy No. 1150

BOARD OF DIRECTORS

1150 ADVISORY COMMITTEES

When dealing with problems affecting students and citizens the Board at times organizes advisory ad hoc committees to make an independent study of the problem and to bring a recommendation back to the Board. Such committees usually include representative citizens from the district selected by the Board from lists of volunteers and staff representatives who act as consultants and research personnel. The board may also appoint out-of-district people who have a special expertise in the problem or subject under study.

Procedures for the conduct of the committee meetings and time schedules and other matters relating to the process by which the committee will work towards the achievement of its assignment are usually determined at the organization meeting of the committee.

Immediately following the submittal of the final report to the Board the committee **may** be dissolved.

When it is determined to be in the best interest of the school district, the board may choose to appoint a standing committee. By their action, the board may also disband a standing committee.

Adopted by the Board March 23, 1981

Revised by the Board June 28, 2005

BOARD POLICY

For Policy No. 1210

BOARD OF DIRECTORS

1210 ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a president and a vice president to serve one-year terms. Officers shall not be elected following the appointment of a director to fill a vacancy on the board unless a majority of the board is appointed. If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the *chair/president* and the vice president, the board shall elect a president pro tempore who shall perform the functions of the *chair/president* during the latter's absence. The superintendent shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent shall appoint a recording secretary of the board.

In even-numbered years in June a legislative representative shall be elected who shall serve a two-year term.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly elected board members by the *chair/president*.
- B. Call for nominations for *chair/president* to serve during the ensuing year.
- C. Election of a *chair/president* (roll call vote)*.
- D. Assumption of office by the new *chair/president*.
- E. Call for nominations for *vice chair/president* to serve during the ensuing year.
- F. Election of a *vice chair/president* (roll call vote)*.

Policies shall continue from year to year and board to board until and unless the board changes them.

*(roll call vote) 2nd class districts may delete reference to roll call vote

Legal References:	RCW 28A.330.010 RCW 28A.330.020 RCW 28A.330.050 RCW 28A.400.030 RCW 29A.20.040	Board president, vice-president — Secretary Certain board elections, manner and vote required Selection of personnel, manner Duties of superintendent as secretary Superintendent Duties Local elected officials, commencement of term of office
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Adopted by the Board March 28, 2006

Replaces Policy 1210, 1220, 1230

BOARD POLICY

Policy No. 1220

BOARD OF DIRECTORS

1220 BOARD OFFICERS AND DUTIES OF BOARD MEMBERS:

The *chair/president* shall preside at all meetings of the board and sign all papers and documents as required by law and as authorized by the action of the board. The *chair/president* shall conduct the meetings in the manner prescribed by the board's policies, provided that the *chair/president* shall have the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It shall be the responsibility of the *chair/president* to manage the board's deliberation so that it shall be clear concise, and directed to the issue at hand; summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The *chair/president* shall be the official recipient of correspondence directed to the board and shall provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

When time and circumstance demand an immediate decision from the board, and the board has no opportunity to confer, the *chair/president* is authorized to make decisions on behalf of the board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the board for review and ratification.

In dealing with the media and the public in general, the *chair/president* is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The *chair/president* shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

The *chair/president* shall confer with the superintendent regarding sensitive issues which need immediate attention. When appropriate, he/she will confer with individual board members when other opinions should be sought.

Officers of the Board: Vice Chair/President

The *vice chair/president* shall preside at board meetings in the absence of the *chair/president* and shall perform all of the duties of the president in case of his/her absence or disability.

Legislative Representative

A legislative representative shall serve as the board’s liaison with the Washington State School Directors’ Association Legislative Assembly. The legislative representative shall assume office July 1st in an even year for a two-year period. The legislative representative shall attend Washington State School Directors’ Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the board of the issues.

Duties of Individual Board Members

The authority of individual Board members is limited to participating in actions taken by the board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend Board meetings regularly. Whenever possible, each director shall give advance notice to the President or Superintendent of his/her inability to attend a Board meeting. A majority of the Board may excuse a director’s absence from a meeting if requested to do so. The Board shall declare a Board member’s position vacant after four consecutive unexcused absences from regular board meetings.

Legal References: RCW 28A.

- 343-390** Directors--Quorum—Failure to attend meetings
- RCW 28A.320** Provision applicable to all districts
- RCW 28A.330.100** Additional powers of the board
- RCW 28A.330.030** **Duties of president**
- RCW 28A.330.080** **Payment of Claims – Signing of warrants**
- RCW 28A.330.200** **Organization of the board**
- RCW 28A.330.040** **Duties of vice-president**

Adopted by the Board March 23, 1981

Adopted by the Board March 23, 1992

Revised by the Board May 9, 2006

BOARD POLICY

Policy No. **1230**

BOARD OF DIRECTORS

1230 SECRETARY

The superintendent as board secretary shall be responsible for:

- A.** Maintaining an accurate and complete record of all board proceedings;
- B.** Taking charge of the board's books and documents;
- C.** Drawing and signing all warrants authorized by the board;
- D.** Sending out notices of meetings and other relevant communications to board members and the public;
- E.** Preparing agendas and supplementary documents as authorized by the board;
- F.** Submitting required reports to the educational service district and to state and national agencies;
- G.** Authorizing the investment of district surplus funds by the county treasurer; and
- H.** Carrying out other duties as directed by the board and required by law.

Legal References: RCW 28A.400.030 Superintendent's duties

Adopted by the Board September 28, 1992

Revised by the Board March 28, 2006

Replaces Policy 1250

BOARD POLICY

Policy No. **1240**

THE BOARD OF DIRECTORS

1240 COMMITTEES

From time to time the Board may appoint sub-committees of the Board to meet with groups of staff or citizens, or to study a matter which is before the Board for consideration and action.

It is the policy of the Board that sub-committee members serve only to gather information for subsequent reporting to the full Board and in no case will the members of the sub-committee, either suggest action or make any representation which may have the effect of committing the full Board, either expressly or implied, to any line of action.

Committees of the board may be created by a majority of the board. The chairman shall appoint board members to serve on such committees, the purpose and terms of which shall be determined by a majority vote of the board.

Cross Reference: Board Policy 4110 Citizen's Advisory Committee

Legal Reference: RCW 28A.320.040 Directors - Bylaws

Adopted by the Board March 23, 1982

Revised by the Board March 28, 2006

Replaces Policy 1130

BOARD POLICY

Policy No. 1260

BOARD OF DIRECTORS

1260 CONSULTANTS

When knowledge or technical skills are needed that cannot be provided by persons on the staff, the superintendent shall prepare a description of services needed along with an estimation of the time and cost likely to be incurred. If such consultative assistance is approved by the board, the superintendent shall be authorized to engage consultant services, paid or unpaid, within the budgetary limits specified by the board.

Adopted by the Board September 28, 1992

BOARD POLICY

Policy No. 1310

BOARD OF DIRECTORS

1310 ADOPTION AND AMENDMENT OF POLICIES

Proposed new policies and proposed changes in or termination of existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or patrons as an order of business.

When the board of directors is considering a district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy shall be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act. Ch. 42.30 RCW. The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the district's policy manual.

Policy Manuals

The superintendent shall develop and maintain a current policy manual which contains the policies of the district.

The manual is intended both as a tool for district management as well as a source of information to patrons, staff and others about how the district operates. To that end each administrator shall have ready access to the manual. In addition a manual shall be available in each school library and such other places as the superintendent may determine for the use of staff, students, and patrons.

All policy manuals distributed to anyone shall remain the property of the district. They shall be subject to recall at any time.

BOARD POLICY

Policy No. 1310 (Cont'd.)

Administrative Procedures

The superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent shall submit it to the board as an information item. Such procedures need not be approved by the board, though it may revise them when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; though on controversial topics, the superintendent may request prior board consultation.

Legal References: RCW 28A.320.010 Corporate powers
RCW 28A.320.040 Directors--Bylaws

Adopted by the Board September 28, 1992

Revised by the Board **March 28, 2006**

BOARD POLICY

Policy No. 1312

BOARD OF DIRECTORS

1312 DISTRIBUTION OF POLICIES

Policy books shall be maintained in a current manner and shall be distributed as follows.

One copy to each member of the Board and the Secretary of the Board.

One copy to each School Principal.

Two copies in the office of the Superintendent to be available for public examination.

The Superintendent as Secretary to the Board shall be responsible for the distribution of newly adopted policies and for advising book holders of policies rescinded or amended.

Adopted by the Board March 23, 1992

BOARD POLICY

Policy No. 1330

BOARD OF DIRECTORS

1330 ADMINISTRATION IN THE ABSENCE OF POLICY OR PROCEDURE

The superintendent and other staff to whom administrative or supervisory authority has been delegated shall be authorized to use their best judgment in the absence of a specific policy or procedure, provided that such action shall not be in conflict with the general aims and objectives of the district or with any local, state or national ordinances, statutes, regulations or directives. In the event there is doubt as to the appropriate course of action or if it is apparent that the consequences could be serious, the staff member is expected to contact the superintendent or other administrator who could provide appropriate assistance.

Whenever action in the absence of specific policy has been taken by a staff member which creates a potential for controversy or a potential for the incurring of district financial obligation or where the situation is likely to recur frequently, then such action shall be brought to the attention of the board at its next regular meeting. In situations where a reasonable person could determine that the above actions taken by a staff member should be brought to the immediate attention of the board, the superintendent shall be notified and he/she shall immediately consult with the board president/chairman as to the advisability of calling a special board meeting to review the staff member's action.

New Policy Adopted by the Board March 28, 2006

BOARD POLICY

Policy No. 1331

BOARD OF DIRECTORS

1331 AUDIT OF EXPENDITURES

At each regular meeting the board shall approve all bills and payroll after confirmation by the superintendent that all vouchers represent true and just claims and are in accord with the annual budget. At each meeting at which payments have been approved, all board members and the superintendent shall sign the certificate authorizing the county treasurer to pay the warrants for approved expenditures. The certificate shall specify the date, number, name and amount and fund on which each warrant is to be drawn, and the certificate shall be transmitted promptly to the county treasurer.

All accounts shall be externally audited in the manner provided by law.

Legal References: RCW 28A.330.090 Auditing committee and expenditures--
Examination by educational service
district superintendent
28A.330.230 Drawing and issuance of warrants
28A.350.040 Auditor to draw and issue warrants--
Second-class districts

Adopted by the Board September 28, 1992

BOARD POLICY

Policy No. 1332

BOARD OF DIRECTORS

1332 **AUTHORIZATION OF SIGNATURES**

For the conduct of the business of the School District, the Superintendent shall grant authority to specific employees to sign certain documents in behalf of the School District.

Legal Reference: RCW 28A.400.030 Superintendent's duties
28A.330.080 Payment of Claims

Adopted by the Board March 23, 1981

BOARD POLICY

Policy No. 1400

BOARD OF DIRECTORS

1400 MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

Regular meetings shall be held at 7:00 p.m. on the second and fourth Tuesdays of each month in the board room or at other times and places as determined by the presiding officer or by majority vote of the board. If regular meetings are to be held at places other than the board room or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting shall be held on the next business day or a day previously agreed to by the board.

Special Meetings

Special meetings may be called by the *chair/president* or on a petition of a majority of the board members. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each board member not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

Public notice shall be properly given for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the board room.

All meetings shall be open to the public with the exception of executive sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

BOARD POLICY

Policy No. 1400 (Cont'd.)

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, shall be the office of the board. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum

Three board members shall be considered as constituting a quorum for the transaction of business.

Meeting Conduct and Order Of Business

All board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present.

The board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. No action shall be taken by secret ballot at any meeting required to be open to the public.

An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

Cross Reference:	Board Policy 1220 Board Policy 1410	Board Officers and Duties of Board Members Executive or Closed Sessions
Legal References:	RCW 28A.330.020 RCW 28A.320.040 RCW 28A.330.070 RCW 28A.343.370 RCW 28A.343.380 RCW 28A.343.390	Certain board elections, manner and vote required Directors — Bylaws Office of board — Records available for public inspection Directors — Filling vacancies Directors — Meetings Directors — Quorum — Failure to attend meetings may result in vacation of office

BOARD POLICY

Policy No. 1400 (Cont'd.)

RCW 42.30

RCW 42.30.060

Ch.42 U.S.C. §§ 12101-12213,

Open Public Meetings Act

Open Public Meetings — Voting by
secret ballot prohibited

Americans with Disabilities Act

Management Resources: *Policy News*, June 2005

Special Meeting Notice Requirements

Revised by the Board April 25, 2006

(Combines and Replaces current Policy 1400, 1430, 1440)

BOARD POLICY

Policy No. 1410

BOARD OF DIRECTORS

1410 EXECUTIVE OR CLOSED SESSIONS

Before convening in executive session, the **chair**/president shall publicly announce the **general** purpose **for** excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the **chair**/president.

The Board may hold closed or executive sessions for following purposes:

- A. To consider **the selection** of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- B. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; however, the final action of selling or leasing public property shall be taken in a meeting open to the public;
- C. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- D. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public shall be conducted **on** such complaint or charge;
- E. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the district shall occur in a meeting open to the public, and when the board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- F. To evaluate the qualifications of a candidate for appointment to the board; however, any interview of such candidate and final action appointing a candidate to the board shall be in a meeting open to the public; or
- G. To discuss with legal counsel representing the district matters relating to district enforcement actions, or litigation or potential litigation to which the district, the board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district. **Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the district reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the district, if public discussion is likely to result in an adverse or financial consequence to the district.**

The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes:

- A. **Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or**

B. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or when the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress while in progress.

No formal actions shall take place during an executive **or closed** session.

Legal References: RCW 42.30.110
 RCW 42.30.140

Executive sessions
Chapter controlling — Application

Management Resources: *Policy News*, June 2001

Legislature Addresses Executive Session

Adopted by the Board March 10, 1975

Revised by the Board March 23, 1981

Revised by the Board October 28, 1985

Revised by the Board April 25, 2006

BOARD POLICY

Policy No. 1420

BOARD OF DIRECTORS

1420 PROPOSED AGENDA AND CONSENT AGENDA

The **board** secretary shall be responsible for preparing the **proposed** agenda for each meeting, in **accordance** with the **chair**/president. Copies of the **proposed** agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least three (**3**) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting.

Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda and include the minutes from the previous meeting.

Any item which appears on the consent agenda may be removed from the consent agenda by a member of the board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Cross Reference: Board Policy 6215 Voucher Certification and Approval
 Board Policy 6020 System of Funds and Accounts

Adopted by the Board March 23, 1981

Revised by the Board April 25, 2006

BOARD POLICY

Policy No. 1421

BOARD OF DIRECTORS

1421 MONTHLY BOARD REPORTS

The Superintendent shall prepare and provide each member of the Board at the Board's regular meeting with a monthly budget status report for the general fund. The report should contain the most current approved budget amounts by summary level accounts and the cash and investment balances at the beginning and end of the period being analyzed. A written explanation should be provided if there are any significant deviations in revenue and expenditure projections that may affect the financial status of the District. **In addition to this monthly financial report presented by the business manager, a monthly enrollment report will also be presented. The enrollment report will include an updated analysis of the district's annualized, average enrollment. This data will be used for budget and staffing projections. Other monthly reports may be added as deemed necessary or appropriate.**

All reports shall be made available to any citizen or organization upon request and will be placed on the district's website.

Legal References: WA 392-123-110

Adopted by the Board November 25, 1968

Revised by the Board March 23, 1981

Updated by the Board April 25, 2006

BOARD POLICY

Policy No. 1430

BOARD OF DIRECTORS

1430 PUBLIC COMMENT AND AUDIENCE PARTICIPATION

The Board recognizes the value of public comment on educational issues and the importance of **public involvement** in its meetings. In order to permit fair and orderly expression of such comments, the board will **designate a public comment period during its meetings. Meeting attendees wishing to speak should provide comments during the designated public comment period and refrain from making comments during board discussion.**

Written or oral comment will be accepted by the board. Individuals wishing to **speak during the public comment** period shall first be recognized by the board president. Individuals, after identifying themselves, **should** proceed to make comments as briefly as the subject permits. Boisterous, **defamatory, or personally directed comments** or disruptive conduct **will** not be permitted. The president may interrupt or terminate an individual's statement, **if necessary.**

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.

It shall not be permissible to orally present or discuss complaints against individual employees of the District at any Board meeting. Such charges or complaints shall be presented to the Board in writing and shall be signed by the person or persons making the charge or complaint. Executive sessions may be granted for the hearing of charges against an individual, whether student or employee.

Legal References:

RCW 42.30.030	Meetings declared open and public
RCW 42.30.050	Interruptions-Procedures
	United States Code, Title 42
12101-12213	American with Disabilities Act

Adopted by the Board November 25, 1968

Revised by the Board March 23, 1981

Revised by the Board August 9, 2004

Revised by the Board January 10, 2006

Revised by the Board April 25, 2006

(Takes the place of Policy 1441)

BOARD POLICY

Policy No. 1440

BOARD OF DIRECTORS

1440 MINUTES

The secretary of the board shall record the minutes of all **board** meetings. Minutes become official after approval by the board **and shall be retained as a permanent record of the district. When issues are discussed that may require detailed record the board may direct the secretary to record the discussion verbatim. Such verbatim records shall be maintained (on file for a period of six (6) years.) Any other verbatim records of a meeting shall be destroyed after the minutes have been approved. Minutes shall be comprehensive and shall show:**

- A. The date, time and place of the meeting.**
- B. The presiding officer.**
- C. Members in attendance.**
- D. Items discussed during the meeting and the results of any voting that may have occurred.**
- E. Action to recess for executive session with a general statement of the purpose.**
- F. Time of adjournment.**

Unofficial minutes shall be delivered to board members in advance of the next regularly scheduled meeting **of the board** and shall also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them **before adoption.**

A file of **permanent** minutes of all board meetings will be maintained in the office of the board secretary to be made available for inspection upon the request of any interested citizen.

Cross Reference: Board Policy 6570 Data and Records Management

Legal References: RCW 28A.400.030 Superintendent's duties
 RCW 42.32.030 Public meetings--Minutes

Adopted by the Board March 23, 1981

Revised by the Board April 25, 2006

(Takes the place of original Policy 1450)

BOARD POLICY

Policy No. 1450

BOARD OF DIRECTORS

1450 ABSENCE OF A BOARD MEMBER

Whenever possible each board member shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board member's absence from a meeting if requested to do so.

The board may declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than illness or active or training military duty.

If a board member is on active duty or training status with the military, the board shall grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the board member's term. The board also has the authority to appoint a temporary successor to the absent board member's position. The temporary successor shall serve until the board member returns or the end of the board member's term.

Cross References: Board Policy 1115

Board Vacancies

Legal Reference: RCW 28A.343.390

Directors — Quorum — Failure to attend meetings

RCW 73.16.041

Leaves of absence of elective and judicial officers

Management Resources: *Policy News*, October 2001,

Law Grants Board M\embers Military Leave

New Policy Adopted by the Board April 25, 2006

BOARD POLICY

Policy No. **1601**

BOARD OF DIRECTORS

1601 BOARD ENDORSEMENTS

From time to time the Board may be requested to consider endorsements of activities and causes which are of deep interest to citizens of the community.

The Board takes the position that as a Board of Directors it can by law only speak officially to matters directly relating to the administration and operation of the public schools.

It is therefore the policy of the Board to consider only those requests for endorsements that are relevant to the education of children of the School District.

Adopted by the Board March 23, 1981

Renumbered 1601 May 23, 2006
(replaces Policy 1713)

BOARD POLICY

Policy No. 1610

BOARD OF DIRECTORS

1610 Conflict of Interest

No school director or the superintendent shall be beneficially interested, directly or indirectly, in any contract made by, through or under the supervision of the director or superintendent, except as provided below:

Any contract, purchase of materials or activity paid for from school funds if the total volume received by the district officer or his or her business does not exceed \$1,500.00 in any calendar month. The district shall maintain a list of all contracts covered under this paragraph and the list shall be available for public inspection and copying.

An individual director may be designated as clerk and/or purchasing agent at the prevailing hourly wage.

The spouse *or dependent child* of a director or the superintendent may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. The superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the anticipated needs for short-term and one-day substitute teachers, and the superintendent must ensure that substitute teachers are assigned to available positions in a fair and impartial manner.

Prior to approval of the employment of a director or spouse *or dependent child* of a school director or superintendent, the board of directors shall be advised of the number of other individuals who are qualified for and interested in the position(s) to be filled. The district shall not discriminate in any way against any applicant for a certified position or any certificated employee on the basis of a family relationship with a school director or the superintendent. All employment decisions shall be made on the basis of choosing the applicant which furthers the best interest of the school district.

If a person is employed by the district under contract as a classified or certificated employee before his or her spouse becomes a director or superintendent, the contract can be renewed for further employment, provided that the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district for that position.

A director may not vote on the authorization, approval or ratification of a contract in which he or she beneficially interested and to which one of the exemptions described above applies.

BOARD POLICY

Policy No. 1610 (Cont'd.)

Whenever a director, or his or her spouse or dependent is employed by the district, the director shall refrain from participating in or attempting to influence any board action affecting the employment status of the director, spouse or dependent. Actions affecting employment status include, but are not limited to, hiring, establishing compensation and fringe benefits, setting working conditions, conducting performance evaluations, considering or imposing discipline and termination.

The superintendent shall maintain a log of any contract subject to this policy and annually or when a new director assumes office, shall inform the board of the existence of all such contracts.

Legal References:	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against
	RCW 28A.635.050	Certain corrupt practices of school officials — Penalty
	RCW 42.23.030	Interest in contracts prohibited--Excepted cases
	RCW 42.23.040	Remote interests
	WAC 180-70-090	Improper remunerative conduct

Adopted by the Board March 23, 1981

Revised by the Board November 24, 1997

Revised by the Board March 9, 1998

Revised by the Board March 9, 1998

Revised by the Board **May 23, 2006**

BOARD POLICY

For Policy No. 1620

BOARD OF DIRECTORS

1620 THE BOARD-SUPERINTENDENT RELATIONSHIP

The successful operation of schools requires a close, effective working relationship between the board and the superintendent. The relationship must be one of trust, good will and candor. As the legally designated governing body, the board retains final authority within the district. The board exercises those powers that are expressly required by law and those implied by law. The superintendent is the board's professional advisor to whom the board delegates executive responsibility, and such powers as may be required to manage the district in a manner consistent with board policy and state and federal law.

The superintendent, as executive officer of the board, shall be responsible for the administration of the schools under applicable laws and policies of the district. The board shall delineate the duties of the superintendent and shall use them as the basis for evaluating the superintendent's performance. Unless specifically limited, the superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed by district policy or a vote of the board. The delegation of power or duty shall not relieve the superintendent of responsibility for the actions taken under such a delegation.

In order to perform their responsibilities, board members must be familiar with the operations within the schools. The superintendent shall establish communication procedures, which can enhance the board member's understanding of student programs and school operations.

Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.330.100	Additional powers of the board (First Class Districts Only)
	RCW 28A.400.010	Employment of superintendent — Superintendent's qualifications, general powers, term, contract renewal
	RCW 28A.400.030	Superintendent's duties

Adopted May 23, 2006

(Replaces Policy 1720)

BOARD POLICY

For Policy No. 1630

BOARD OF DIRECTORS

1630 EVALUATION OF THE SUPERINTENDENT

The board shall establish evaluative criteria and shall be responsible for evaluating the performance of the superintendent as provided by statute.

The superintendent shall have the opportunity for confidential conferences with the board members on no less than three occasions in each year, the purpose of which shall be the aiding of the superintendent in his/her performance. The board, on the basis of the evaluation, may renew and/or extend the superintendent's contract for periods not to exceed three years.

Legal References: RCW 28A.405.100 Minimum criteria for the evaluation of
certificated employees, including
administrators — Procedure — Scope —
Penalty

Adopted May 23, 2006

BOARD POLICY

Policy No. 1710

BOARD OF DIRECTORS

1710 THE MISSION OF THE BOARD

As trustee for the community's schools, the Board of Directors is responsible for:

1. **Representing the Community:** learning about the concerns and aspirations that all segments of the community have for the schools and attempting to find ways to accommodate them wherever possible so that the schools will accurately respond to the needs of the community.
2. **Adopting Policy:** developing and implementing policies that will guide the district towards compliance with Federal and State statutes, rules and regulations.
3. **Monitoring Operations:** reviewing district operations to assure compliance with district policy.
4. **Controlling Expenditures:** formulating the district's annual budget and approving expenditures pursuant to that budget.
5. **Resolving Disputes:** resolving complaints or grievances brought by students, staff, or patrons, except those which by law or contract are assigned elsewhere for resolution.

Adopted by the Board March 23, 1981

BOARD POLICY

Policy No. 1711

BOARD OF DIRECTORS

1711 CODE OF ETHICS

As a means of fulfilling its mission, the Board requests each of its members to subscribe to the Code of Ethics adopted by the Washington State School Directors' Association. That code provides that each school district will:

1. be a staunch advocate of free public education;
2. upholding and enforce all laws, state Board rules and regulations and court orders pertaining to schools (Desired changes should be brought about only through legal and ethical procedures.);
3. make decisions in terms of the educational welfare of children and strive for public schools which can meet their individual needs of all children regardless of their ability, race, sex, creed or social standing;
4. join with fellow members on the Board, the staff, the community and the students in continuing study of the nature, value, a direction of contemporary education in order to facilitate needed changes in our schools;
5. work unremittingly to help the people of the community understand the importance of public education and the need to support it;
6. strive to ensure that people are accurately informed about our schools and try to interpret to the staff the aspirations of the community for its schools;
7. recognize that his/her responsibility is not to run the schools but, together with fellow Board members, to see that they are well run;
8. confine his/her Board action to policy making, planning and appraisal and help to frame policies and plans only after the Board has consulted those who will be affected by them;
9. arrive at conclusions only after discussing all aspects of the issues at hand with fellow Board members assembled in meeting;

BOARD POLICY

Policy No. 1711 (Cont'd)

10. recognize that authority rests with the whole Board assembled in public meetings and make no personal promises nor take any private action which may compromise the Board;
11. refuse to surrender independent judgment to special interest or partisan political groups or use the schools for personal gain or for the gain of friends;
12. hold confidential matters pertaining to the school which, if disclosed, would needlessly injure individuals or the schools;
13. vote to appoint, upon proper recommendation by the appropriate administrative officer, the best trained technical and professional personnel available;
14. support and protect school personnel in proper performance of their duties; and
15. refer all complaints to the chief administrative officer and act upon such complaints at public meetings only after failure of an administrative solution.

Adopted by the Board March 23, 1981

Revised by the Board August 26, 2002

BOARD POLICY

Policy No. 1713

BOARD OF DIRECTORS

1713 BOARD ENDORSEMENTS

From time to time the Board may be requested to consider endorsements of activities and causes which are of deep interest to citizens of the community.

The Board takes the position that as a Board of Directors it can by law only speak officially to matters directly relating to the administration and operation of the public schools.

It is therefore the policy of the Board to consider only those requests for endorsements that are relevant to the education of children of the School District.

Adopted by the Board March 23, 1981

BOARD POLICY

Policy No. 1731

BOARD OF DIRECTORS

1731 **BOARD MEMBER EXPENSES**

The actual expenses of board members while traveling to and from and attending board meetings may be paid. The expenses of board members who attend conferences or meetings as representatives of the district may be paid. Such expenses for conferences may be paid in advance. A director may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Cross References: Board Policy 7323 Reimbursement for Travel
 Board Policy 7321 Charge Card

Legal References: RCW 28A.320.050 Reimbursement of expenses — Advancing
 anticipated expenses
 RCW 43.03.170 Advance warrants — Issuance — Limitations

Adopted by the Board March 23, 1981

Revised by the Board **May 23, 2006**

BOARD POLICY

Policy No. 1732

BOARD OF DIRECTORS

1732 BOARD MEMBER INSURANCE

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each **is** acting on behalf of the District and within his/her authority as a member of the Board.

An individual Board member may participate at his/her own cost in any of the personal liability, life, health care, accident, disability, salary protection or other form of insurance made available to the district employees.

Cross Reference:	Board Policy 6530	Liability Insurance
Legal References:	RCW 4.24.470	Liability of officials and members of governing body of public agency — Definitions
	RCW 4.96.010	Tortious conduct of political subdivision — Liability for damage
	RCW 28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized — Premiums
	RCW 28A.400.360	Liability insurance for officials and employees or agents of school districts and educational service districts — Defense, costs, fees — Payment of obligation
	RCW 28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless

Adopted by the Board March 23, 1982

Revised by the Board May 23, 2006

BOARD POLICY

Policy No. 1810

BOARD OF DIRECTORS

1810 ANNUAL GOALS AND OBJECTIVES

Each year the board will formulate goals and objectives for the district. The goals and objectives may include, but are not limited to the following areas:

Curriculum	Operations
Instructional Practices	Staff Recognition
School Climate	Finance
Instruction Support Services	Facilities
Staff Development	Public Relations

Each school within the district is encouraged to undertake self-study procedures on a regular basis with emphasis given to achieving educational excellence and equity, building stronger links with the community and reaching consensus upon educational expectations. Each building should establish building goals in concert with the district goals.

At the conclusion of the year the superintendent shall submit a report to the board which shall reflect the degree to which the goals and objectives have been accomplished. The district shall submit a report to the Superintendent of Public Instruction on the scheduling and implementation of its self-study activities.

Legal References: WAC 180-53

Educational Quality

Adoption Date September 28, 1992

BOARD POLICY

Policy No. 1820

BOARD OF DIRECTORS

1820 ACCOUNTABILITY

The Board of Directors shall be held accountable to the local community and its electorate for the proper operation of the District. The Board, acting through its administrative staff, shall be responsible for:

1. Establishing performance criteria and an evaluation process for its certificated personnel and for all programs constituting a part of the district's curriculum;
2. Determining the final assignment of staff, certificated or classified, according to Board enumerated classroom and program needs;
3. Determining the number of instructional hours necessary for any student to acquire a quality education in the district, in not less than an amount otherwise required by RCW 28A.58.754 or rules and regulations of the State Board of Education;
4. Determining the allocation of staff time, whether certificated or classified;
5. Establishing final curriculum standards consistent with law and the rules and regulations of the State Board of Education, relevant to the particular needs of district students or the unusual characteristics of the district and ensuring the quality education for each student in the district.
6. Evaluating teaching materials, including textbooks, teaching aids, handouts, or other printed material in public hearing upon complaint by parents, guardians or custodians of students who consider dissemination of such materials objectionable.

The Board of Directors shall publish an annual descriptive guide to the district's schools. This guide shall be made available at each school for examination by the public.

Legal Reference: RCW 28A.150.230 Basic Education Acts of 1977 -- District
School Directors as Accountable for
Proper Operation of District

Adopted by the Board March 23, 1981

BOARD POLICY

Policy No. 1822

BOARD OF DIRECTORS

1822 SERVICE CONFERENCES FOR DIRECTORS

In keeping with the need for continuing inservice training and development, the Board encourages the participation of its members at appropriate school board conferences, work shops and conventions. Funds for participation at such meetings will be budgeted for on an annual basis.

Adopted by the Board March 23, 1981

BOARD POLICY

Policy No. 1830

BOARD OF DIRECTORS

1830 LIAISON WITH DIRECTORS' ASSOCIATION

As required by law, the members of the Board are members of the Washington State School Directors' Association. Since the Association establishes the rate of membership dues at its annual meeting, provides services in response to members needs and develops and implements a legislation program at the direction of its members, directors are encouraged to participate in the governance of the Association.

Legal Reference: RCW 28A.345.020 Membership

Adopted by the Board March 23, 1981