

## **Introduction**

### **Griffin School District Board of Directors**

The welfare of all the children attending this school shall be the primary objective underlying all decisions of the Board of Directors. As a link between the public and the professional staff, the board believes that the ultimate purpose of this district is the education and development of each student to the reasonable limits of individual abilities, and that each person will develop the ability to function effectively, not only as an individual, but also as a contributing member of society.

- Curriculum shall be presented with a sound core of fundamental skills, together with diversified courses that provide introduction and amplification to a variety of interests, abilities, or skills. As a non-high school district, special attention shall be given to sequential preparation for secondary school requirements.
- District staff shall be of the highest possible qualifications and at the most advantageous pupil-teacher ratio so that each student may receive ample attention to his/her personal developmental needs.
- Facilities shall be maintained to provide an atmosphere that is conducive to learning. Instructional materials and learning resources that will contribute to the achievement of the stated objectives shall be provided to the best of the district's financial ability.
- Moral and Social Development of each student is recognized as an important objective and an obligation with consistent effort made to support high principles of moral behavior and to encourage students to become competent, responsible members of society, as ideally viewed by most parents.

## **LEGAL STATUS AND OPERATION**

### Legal Status

The Board of Directors of the Griffin 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 Griffin School District No. 324, Thurston County, state of Washington. The district is classified as a second-class district and is operated in accordance with the laws and regulations pertaining to second-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.

Legal References:	RCW	28A.320.010	Corporate Powers
		28A.150.230	Basic Education Act of 1977
		28A.315.040	Organization of School Districts
		28A.315.100	Classes of Districts
		28A.320.010	Corporate Powers
		28A.320.020	Liability for Debts and Judgments
		28A.320.040	Directors--Bylaws
		28A.315.450	Directors--Elections--Terms--Numbers
		28A.315.470	Directors--Declaration of Candidacy
		28A.315.480	Directors--Ballots--Form
		28A343.360	Directors Oath of Office
		29.13.050	Commencement of Terms of Officers-- Organization of District Board of Directors

Adoption Date: April 21, 1999, Rev. 5-16-01

## 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.

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**Cross References:** Board Policy 1310 Policy Adoption, Manuals and Administrative Procedures  
1810 Annual Goals and Objectives  
1821 Inservice Conferences for Board Members

Adoption Date: April 21, 1999

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## ELECTION

Board elections 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 position 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 State Board of Education as county to which the district belongs, pursuant to RCW 28A.315.380. 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 election ballot in 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.

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Cross Reference:	Board Policy 1610	Conflicts of Interest
Legal References:	RCW 28A323.040	Joint School Districts--Administration--County to which Joint School District Considered as Belonging
	28A.343.300	Directors--Elections--Terms--Numbers
	28A.343.320	Directors--Declarations of Candidacy--Designation of Positions
	28A.43.330	Directors--Ballots--Form
	28A.343.340	Directors--Elected When-- Qualifications
	29.01.140	Residence
	29.13.70	Primaries, When Held

29.15.170	Reopening of filing – Occurrences before the sixth Tuesday before primary
29.15.180	Reopening of Filing--Occurrences after sixth Tuesday before Primary
29-15-190	Scheduled election lapses, when
29.21.010	Primary Elections in Other Towns and Districts
42.12.10	Causes of Vacancy

Adoption Date: April 21, 1999, March 20, 2002  
Revision Adoption Date:

## **Election**

### **Candidate Orientation**

Candidates for appointment or election to the board shall be urged to attend public meetings of the board. All public information about the school system shall be made available to them.

Additionally, the board directs the superintendent to cooperate impartially with all candidates in providing them with information about school governance, board operations, and school programs. Information to board candidates may include:

- A. Notifying the candidate of open meetings of the board accompanied with an agenda;
- B. Meeting with the candidate to provide background information on the school system and board service and/or arranging such other candidate orientation sessions as the candidate may reasonably request;
- C. Providing each candidate with access to publications of the district, materials from the Washington State School Directors' Association, the official minutes of board meetings, and the district policy manual;
- D. Reviewing the district budget and related fiscal documents; and
- E. Providing each candidate with information regarding the Public Disclosure Act.

### **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 being properly completed, the oath of office shall be filed with the county auditor.

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Legal Reference: RCW 28A.315.500 Oath of office

Adoption Date: April 21, 1999

### **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)
- Goals for the school district and district plan
- Board policies and administrative procedures
- Student rights, responsibilities, and conduct requirements
- Student and staff handbooks
- Collective bargaining agreements
- School budget
- Financial status reports (most recent copies)
- Board minutes (past year)
- Achievement test results
- Staff 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.

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Adoption Date: April 21, 1999

### **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.

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Legal References:

29.01.140      Residence

Adoption Date: April 21, 1999, Rev. 5-16-01

## VACANCIES

In case of a board vacancy, the remaining board members shall fill such vacancy by appointment. After suitable public notice, the board will receive applications from any qualified persons seeking to fill the position. The board will appoint one of the candidates to serve until the next regularly scheduled board 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 members shall fill such vacancy. Appointees shall be United States citizens and qualified voters resident in the school district.

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Cross Reference:     Board Policy  
                          1114   Board Member Resignation  
                          1450   Absence of Board Member

Legal References:    RCW 28A.310.030   ESD Board  
                          28A.315.530   Directors--Filling Vacancies  
                          28A.330.020   Certain Board Elections, Manner, and Vote

Required

Adoption Date: April 21, 1999

## **Vacancies**

When a vacancy occurs on the board, it is in the best interest of the district to encourage as many able citizens as possible to consider becoming a school director. To that end, the following procedures shall be used to identify and appoint citizens to fill board vacancies:

- A. Announcement of the vacancy and the procedure for filling it shall be made in the general news media as well as general district publications to patrons.
- B. All citizens shall be invited to nominate candidates for the position provided that the nominees shall be registered voters who reside in the district.
- C. The board secretary shall notify all nominees by sending them a summary of director responsibilities and soliciting from them a biographical sketch as well as a statement about their interest in being a board member. Upon their request, the board secretary shall provide nominees with orientation information.
- D. The board shall screen the nominees.
  1. If there are more than five, it shall select for interviews the five whose prior experience and expressed interest suggest that they will be most able to contribute breadth of view to the board's deliberations as well as effectively represent a large segment of the community.
  2. Possible topics to discuss during the interview are:
    - a. Review the WSSDA Code of Governance with the group of board nominees.
    - b. Give a brief biographical sketch of self: training, interests, experience on policy boards, community, and/or school activities, etc.
    - c. Describe the major strengths of the district.
    - d. Describe the major needs of the district.
    - e. Describe how your experience, training, and interest can contribute to the improvement of the district.

- f. Identify any commitment, which might prevent you from attending regularly scheduled meetings, participation in workshops, reviewing study materials, etc.
  - g. Allow the nominee an opportunity to ask any questions.
- E. The board shall appoint the nominee who, in the judgment of at least three members of the board, is most likely to contribute to the growth and development of the district's educational programs and operations.
- F. The board secretary shall prepare, for the signatures of all board members, a letter thanking all nominees for the position and commending them for their interest in the district.

## **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 chair and a vice chair 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 and the vice chair, the board shall elect a chair pro tempore who shall perform the functions of the chair 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.

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.
- B. Call for nominations for chair to serve during the ensuing year.
- C. Election of a chair.
- D. Assumption of office by the new chair.
- E. Call for nominations for vice chair to serve during the ensuing year.
- F. Election of a vice chair.

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

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Legal References:      RCW 28A.400.030 Superintendent's Duties  
   28A.330.010 Board President, Vice-President--Secretary  
   28A.330.020 Certain Board Elections, Manner and Vote  
   Required--Selection of Personnel, Manner  
   28A.330.050 Duties of Superintendent as Secretary  
   29.13.050 Commencement of Terms of City, Town and  
   District Officers Elected--Organization of District  
   Boards of Directors

Adoption Date: April 21, 1999

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**BOARD OFFICERS & DUTIES OF BOARD MEMBERS**

Chair

The chair shall preside at all meetings of the board and sign all papers and documents as required by law or as authorized by action of the board. The chair shall conduct the meetings in the manner prescribed by the board's policies provided that the chair 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 board chair 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 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 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 or his/her designee will serve as the spokesperson of the board. The chair is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The chair shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

The chair 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.

Vice Chair

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



**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.

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Legal Reference: RCW 28A.400.030 Superintendent's Duties

Adoption Date: April 21, 1999

## COMMITTEES

Committees of the board may be created by a majority of the board. The chair 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.

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Cross Reference: Board Policy 4220 Citizen's Advisory Committees

Legal Reference: RCW 28A.320.040 Directors--Bylaws

Adoption Date: April 21, 1999

## **POLICY ADOPTION, MANUALS, AND ADMINISTRATIVE PROCEDURES**

Proposed new policies and proposed changes in 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.

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; however, on controversial topics, the superintendent may request prior board consultation.

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Legal References:   RCW 28A.320.010 Corporate Powers  
                          28A.320.040 Directors--Bylaws  
  
                          WAC 180-16-240(h) Supplementary Program Standards

Adoption Date: April 21, 1999

### **SUSPENSION OF A POLICY**

A policy of the board shall be subject to suspension by a majority vote of the members present, provided all board members have received notice of the meeting and the notice included a proposal to suspend the policy and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all board members present.

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

Adoption Date: April 21, 1999

### **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 chair as to the advisability of calling a special board meeting to review the staff member's action.

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## **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 third (3<sup>rd</sup>) Wednesday of each month in the library, or at other times and places as determined by the presiding chair or by majority vote of the board. If regular meetings are to be held at places other than the library 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.

### Special Meetings

Special meetings may be called by the chair 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. 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 library.

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.





## **Meeting Conduct, Order of Business, & Quorum**

Open Meetings. All meetings, including work or study sessions and retreats, must be advertised as meetings that are open to the public. If the board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy #1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

Meeting Notices. A regular meeting does not require a public notice if held at the time and place provided by board policy. If the board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place, and purpose of the meeting. The district is required to notify newspapers and radio and television stations which have filed a request for such notification. Each director should receive a printed proposed agenda twenty-four hours in advance of the meeting. All public notices of board meetings should inform persons with disabilities that they may contact the superintendent's office so that arrangements can be made for them to participate in board meetings.

While other items of business may be discussed at a special meeting, no final action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session in accordance with policy #1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No meeting notice is required when the board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, nonrenewal, or discipline of an employee unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student unless the student requests a public meeting) or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance, or mediation proceedings or reviewing such proposals made by a bargaining unit.

Meeting Recess and Continuation. The board may recess a regular, special, or recessed meeting to a specific future time. Notice of such a recess and continuation must be posted at or near the door of the meeting room. Notification to the press is not required.

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**EXECUTIVE OR CLOSED SESSIONS**

Before convening in executive session, the chair 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.

An executive session may be conducted for one or more of the 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 to discuss with legal counsel representing the district 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.



## **PROPOSED AGENDA AND CONSENT AGENDA**

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in accordance with the chair. 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 following the approval of minutes of the previous meeting(s).

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.

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Adoption Date: April 21, 1999

**Proposed Agenda & Consent Agenda**

Agenda

- Call to Order – Flag Salute
- Roll Call
- Approval of Agenda
- Approval of Minutes of Previous Meeting(s)
- Informational Items
- Superintendent’s Report
- Principals’ Reports
- Public Comments
- Discussion/Action Section
  - Consent Agenda
    - 1. Approval of Budget Status Report
    - 2. Approval of Warrants and Payroll
    - 3. Personnel
      - a. Certificated
      - b. Classified
- For the Good of the Order - Reports by Individual Board Members
- Executive Session
- Adjournment

Consent Agenda

The basic purpose of a consent agenda is to recognize routine matters in an expeditious manner. If a debatable item appears on the consent agenda, the item may be removed at the request of a board member and inserted at an appropriate place on the agenda.

Some examples of items that may be included on the consent agenda are:

Authorization of superintendent to sign claim forms in behalf of district

Approval of personnel actions (resignations, retirements, employments, discharges)  
during the month

Approval of staff travel during the month

The board shall receive supporting information for the consent agenda items along with the regular agenda materials. Upon approval, all consent agenda items shall appear in the minutes.

### **AUDIENCE PARTICIPATION**

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period during which visitors may make formal presentations. Such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Individuals wishing to be heard by the board shall first be recognized by the chair. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the board shall also be entitled to express an opinion. The chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The board as a whole shall have the final decision in determining the appropriateness of all such rulings.

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.

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Legal References:	RCW 42.30.030	Meetings Declared Open and Public
	42.30.050	Interruptions--Procedures
	42 U.S.C.	§§ 12101 - 12213 Americans with Disabilities Act

Adoption Date: April 21, 1999

## 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.

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Cross Reference: Board Policy 6570 Records Management

Legal References: RCW 28A.400.030 Superintendent's Duties  
42.32.030 Public Meetings--Minutes  
40.14.070 Destruction of Local Records

Adoption Date: April 21, 1999



### **CONFLICTS OF INTEREST**

Individual directors and the superintendent shall have no pecuniary interest, directly or indirectly, in any contract, the purchase of any goods or services, or any other activity paid from school district funds except as permitted in the following:

A director, or his or her spouse or dependents, or the spouse or dependents of the superintendent may:

1. Be paid no more than \$100 in any calendar month for unskilled day labor;
2. Be employed as a bus driver at the same compensation and on the same terms as other district bus drivers; and
3. Enter into nonsalaried financial transactions not to exceed \$750 in any calendar month.

A school director may be designated as district clerk and/or purchasing agent.

The spouse 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 if the following conditions are met: the superintendent finds that the number of qualified substitute teachers in the school district is insufficient to meet anticipated needs for short-term and one-day substitute teachers and the superintendent ensures that assignment of substitute teachers to available positions is done in a fair and impartial manner.

Prior to approval of the employment of the spouse of a school director or the 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 certificated 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 interests 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.

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.

In those cases where a majority of the board has a lawfully permitted pecuniary interest in an employment matter before the board, all of the directors may participate in the board action on that matter. In such instances, the board minutes shall report the nature of each director's interest in the employment matter and that a majority of the board has lawfully permitted pecuniary interests in the matter. Board members with a lawfully permitted pecuniary interest in an employment matter who participate in a board action on the matter because a majority of the board have a similar interest, shall put aside their personal interests and act in the best interest of the school district.

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.

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Legal References: RCW	28A.330.240	Employment Contracts
	28A.405.250	Certificated Employees, Applicants for Certificated Position, Not to be Discriminated Against
	28A.635.050	Certain Corrupt Practices of School Officials--Penalty
	42.23.030	Interest in Contracts Prohibited--Excepted Cases
	42.23.040	Remote Interests

Adoption Date: April 21, 1999

### **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 members' understanding of student programs and school operations.

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Legal References:	RCW 28A.320.010 Corporate Powers
	28A.330.100 Additional Powers of the Board (First Class Districts Only)
	28A.400.010 Employment of Superintendent-- Superintendent's Qualifications, General Powers, Term, Contract Renewal
	28A.400.030 Superintendent's Duties

Adoption Date: April 21, 1999

## **The Board-Superintendent Relationship**

### **Board-Staff Communications**

The following communications procedures are established:

**Staff Communications to the Board.** All communications or reports to the board or individual board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This shall not deny any staff member's right to appeal to the board regarding administrative decisions provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

**Board Communications to Staff.** All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the board's priorities, concerns, and actions.

**Visits to Schools.** Individual board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the schools. Such visits shall be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals, and other supervisors.

**Social Interaction.** Staff and board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations and general district problems can be anticipated. Discussion of personalities or staff grievances is not appropriate.

### **Superintendent-Board Relations**

**The board shall:**

- Select the superintendent and delegate to him/her all necessary administrative powers.
- Adopt policies for the operation of the school system and review administrative procedures.
- Provide direction for the educational program.
- Review courses of study.
- Adopt textbooks and teaching materials.
- Review annual report on district programs.

Approve annual budget.  
Employ certificated and classified staff upon recommendation of the superintendent.  
Approve contracts for construction.  
Approve payment of vouchers and payroll.  
Review monthly fiscal reports.  
Approve collective bargaining agreements.  
Serve as final arbitrator for staff, citizens, and students.

The superintendent shall:

Serve as chief executive officer of the district.  
Recommend policies or policy changes to the board and develop procedures which implement board policy.  
Provide leadership in the development, operation, supervision, and evaluation of the educational program.  
Approve courses of study.  
Recommend textbooks and materials.  
Develop annual descriptive guide of district.  
Prepare and submit the annual budget.  
Recommend candidates for employment as certificated and classified staff.  
Recommend payment of vouchers and payroll.  
Prepare monthly fiscal reports.  
Prepare reports regarding school plant and facilities needs.  
Negotiate collective bargaining agreements.  
Inform board of appeals and implement any forthcoming board decisions.



**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. 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.

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Cross References:	Board Policy	6212	Charge Card
		6213	Reimbursement for Travel
Legal References:	RCW	28A.320.050	Reimbursement of Expenses-
	-		Advancing Anticipated
			Expenses
	43.03.170		Advance Warrants--Issuance--Limitations

Adoption Date: April 21, 1999

**Board Member Expenses**

At a board member's request, advance payment to cover anticipated expenses for representing the district may be made. After returning from the meeting or conference, the board member shall submit a detailed travel voucher and return the unexpended portion of the advance payment.

Reimbursable expenses include:

- A. Transportation expense including fares for commercial or public carriers and mileage at the district-approved rate when using one's own private vehicle;
- B. Fees and registration costs for conferences and meetings;
- C. Hotel or motel fees at a single-room rate;
- D. Reasonable expenses for meals; and
- E. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment shall not be reimbursed.

### 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 board member.

An individual board member may participate at his/her own cost in any of the personal liability, life, health, health care, accident, disability, salary protection, or other form of insurance made available to district staff if plan sponsors permit such participation.

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Cross Reference:	Board Policy	8310	Liability Insurance
Legal References:	RCW	4.24.470	Liability of Officials and Members of Governing Body of Public Agency--
		4.96.010	Tortious Conduct of Political Subdivision-- Liability for Damage
		28A.400.350	Liability, Life, Health, Health Care, Accident, Disability and Salary Insurance Authorized--Premiums
		28A.400.360	Liability Insurance for Officials and Employees Authorized
		28A.320.100	Actions Against Officers, Employees or Agents of School Districts and Educa- tional Service Districts--Defense, Costs, Fees--Payment of Obligation
		28A.320.060	Officers, Employees or Agents of School Districts or Educational Service Districts, Insurance to Protect and Hold Personally Harmless

Adoption Date: April 21, 1999

### **BOARD MEMBER COMPENSATION**

Each board member may receive compensation of fifty dollars per day, or portion thereof, for attending board meetings and for performing other services on behalf of the school district not to exceed four thousand eight hundred dollars (\$4,800.00) per year. Such compensation shall come from locally collected excess levy funds available for that purpose and shall not cause the state to incur any present or future funding obligation.

Any board member may waive all or any portion of, his/her compensation for any month or months during his/her term of office by a written waiver filed with the district. The waiver may be filed any time after the director's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

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Legal Reference: RCW 28A.315.540 Directors--Compensation--Waiver

Adoption Date: April 21, 1999

**Board Member Compensation**

A board member is eligible to receive compensation at the rate of fifty dollars (\$50.00) per day, or for a portion of a day, for the following activities:

- A. Attending regular or special meetings of the board;
- B. Serving as a designated representative of the board including, but not limited to, such activities as: school committees, community development and/or betterment committees, collective bargaining, etc;
- C. Attending board-approved training and/or development activities including, but not limited to: regional, state, or national school board association conferences, board inservice meetings, etc. This may also include time involved in traveling to and from the activity; and
- D. Attending special board-related activities when approved by the board in advance, including, but not limited to: building dedications, commencement activities, staff retirements, and other such ceremonies.

Total compensation for a calendar year shall not exceed four thousand eight hundred dollars (\$4,800.00) plus reasonable expenses incurred for travel, meals, and lodging.

Any board member may waive all, or any portion, of his/her compensation for any month or months during his/her term of office by a written waiver filed with the district. The waiver may be filed any time after the director's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

A board member shall submit a monthly claim which verifies the nature and amount of approved activities for which compensation is claimed during the month. A director is only eligible to make one compensation claim for a given day.



## **EVALUATION OF THE BOARD**

At the conclusion of each year, the board shall evaluate its own performance in terms of generally accepted principles of successful board operations and in relation to its annual goals and objectives. The board self-evaluation shall address performance in the key functions of school boards--vision, structure, accountability, and advocacy. The results of the self-evaluation shall be used in setting goals for the subsequent year.

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Cross Reference: Board Policy      1005    Key Functions of the Board  
   1810    Annual Goals and Objectives  
   1822    Training and Development for Board Members

Adoption Date: April 21, 1999

**Evaluation of the Board**

Each individual board member shall annually review the code of governance as a basis for evaluating his/her own conduct as an elected representative of the board of directors. Collectively, the board shall evaluate its performance in terms of its four major functions:

- A. Vision: The board shall demonstrate its responsibility for providing a community vision of its schools by:
  - 1. Working with the community to determine the district's educational program and what students need to know and be able to do;
  - 2. Formulating educational goals based on these community expectations and the needs of students;
  - 3. Encouraging leadership, instruction and assessment, and curriculum development activities directed toward goals; and
  - 4. Annually reviewing the district's progress and direction against its vision.
  
- B. Structure: The board shall demonstrate its responsibilities for establishing an organizational structure by:
  - 1. Enacting policies that provide a definite course of action;
  - 2. Monitoring the implementation of policies;
  - 3. Employing qualified staff;
  - 4. Reviewing proposed labor agreements, staffing recommendations, and staff evaluations;
  - 5. Formulating budgets; and
  - 6. Working to ensure a healthy learning and working environment that supports continuous improvement.

C. Accountability: The board shall demonstrate accountability by:

1. Reviewing budget proposals, revenues, and expenditures;
2. Approving materials, equipment, and/or methods consistent with goals;
3. Requiring and monitoring periodic evaluations of school programs.
4. Reviewing building and grounds, maintenance, and needs,
5. Reviewing transportation services and other support services; and
6. Initiating and reviewing internal and external audits.

D. Advocacy: The board shall advocate for education on behalf of students and their schools by:

1. Keeping the community informed about its schools;
2. Participating in school and community activities; and
3. Encouraging citizen involvement in the schools.

### **TRAINING AND DEVELOPMENT FOR BOARD MEMBERS**

In keeping with the need for continuing training and development to enhance effective boardsmanship, the board encourages the participation of its members at appropriate board conferences, workshops, and conventions. Funds for participation at such meetings will be budgeted on an annual basis.

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Cross References: Board	Policy	1005	Key Functions of the Board
		1810	Annual Goals and Objectives
		1820	Evaluation of the Board

Adoption Date: April 21, 1999

**PARTICIPATION IN WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION**

As required by law, the board members 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 legislative program at the direction of its members, board members are encouraged to participate in the governance of the association.

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Legal Reference:      RCW 28A.345.020    Membership

Adoption Date: April 21, 1999