

CHIMACUM SCHOOL BOARD STANDARD OPERATING PROCEDURES

PREAMBLE

As a group of elected officials, the Chimacum School Board is primarily responsible for setting direction, establishing policy and responding to the community in the area of governance. The Superintendent, as Chief Executive Officer, serves as the educational leader of the district and is responsible for the administration and implementation of Board direction and policy. We share a common goal of quality education programs for each student and two common beliefs: schools are for students; and schools belong to the people.

Basic to this relationship is clear understanding that the Board and the Superintendent constitute a team. Neither can operate effectively without thorough knowledge and support for the others' role and a thorough understanding of the Board's role and Superintendent's responsibilities. Since the line between policy making and administration is often unclear, teamwork is essential to bridge any uncertainty. Board members and the Superintendent must be willing to cooperate, keep personal differences from blurring the issues and share both credit and blame.

The Chimacum School Board and Superintendent do hereby commit to collectively and individually to the following operating protocols:

STUDENT'S INTERESTS COME FIRST	The Board will represent the needs and interests of all the students in the district.
THE BOARD ACTS ONLY AS A BODY	<p>Individually board members do not have authority. Only the Board as a whole has authority. We agree that an individual board member will not take unilateral action. The board chair will communicate the position(s) of the Board on all issues.</p> <p>When board members are assigned to serve on school committees, their role shall be defined by the Board as silent observers or active participant which will be stated at the first committee meeting. As a member of a school or state committee, the board member will share the information with the Board as a whole and the Superintendent.</p>
CLEARLY STATED GOALS	<p>The Board will set clear goals for themselves and the Superintendent. The Board will set clear goals for the Chimacum School District. Being vigilant toward community educational planning with respect to working with other school districts, community agencies as well as business and industry partners.</p> <p>The Board will give the Superintendent feedback on their performance on a quarterly basis.</p>
PRACTICE THE GOVERNANCE ROLE	The Board will emphasize planning, policy making and communication rather than becoming involved in implementing policy or in the management of the schools or school district.
ACCOUNTABILITY TO THE PUBLIC	The Board is accountable to the public for the decisions they make and the quality of their work. The Board will demonstrate responsibility to patrons by listening to them and by utilizing effective systems of gathering information and assessments.

<p>COMMUNICATION BETWEEN BOARD MEMBERS AND THE SUPERINTENDENT</p>	<p>The Board must not conduct official school district business outside the board meeting. Communication venues such as conference calls, emails and face to face meetings involving three or more board members shall not occur without proper notification.</p> <p>The Board will communicate Board interests and expectations to the Superintendent clearly and on a regular basis. Board direction to the Superintendent will come by way of an approved motion, consensus or through the Board chair.</p>
<p>NOTIFICATION OF EMERGENCIES</p>	<p>In cases of emergency, the Superintendent and/or designee, shall notify all school board members as early as feasible about the emergency and actions taken.</p>
<p>FOLLOW THE CHAIN OF COMMAND</p>	<p>We agree to follow the chain of command and insist that others do so, too. The last stop, not the first, will be the Board. The team will handle the concerns in a tactful, orderly and effective way. We will:</p> <ul style="list-style-type: none"> • Listen to the individual’s concern; express appreciate for expressing their concern • Ask if he/she has discussed the issue with the employee immediately responsible • Affirm the desire to reach a solution • Encourage the individual to follow the established process • The Superintendent will be informed of a significant complaint. However, the chain of command must be followed. • A copy of the any correspondence including letters and emails will be forwarded to the Superintendent. • Board requests that will likely require considerable time or have political implications are to be directed to the Superintendent. • All personnel complaints and criticisms received by the Board or its individual members, will be directed through the board chair to the Superintendent.
<p>BOARD STAFF RELATIONS</p>	<p>Board and staff share an interest in schools and education. When they meet at social affairs and other functions, information discussion on such matters as education trends, issues, and innovations and general district problems can be anticipated. Discussion of personalities or staff grievances are inappropriate.</p> <p>Visits to Schools: The typical process is for the individual board member to inform the principal of their desire to visit to school or classrooms. Such visits will be regarded as expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes. The board member will give the Superintendent courtesy notice of the intended visit.</p>
<p>PLANNING A BOARD MEETING</p>	<p>The board chair or designee and Superintendent shall meet prior to each Board meeting to develop meeting agendas and review procedures for the meeting. When feasible, the Board will use a consent agenda.</p> <p>The Board agrees to share ideas about new programs and new directions with the Superintendent and other members of the Board before presenting major proposals publicly.</p>

<p>BOARD MEETINGS RCW42.30.030</p>	<p>Meetings shall be held according to the Open Public Meetings Act and any other state or federal regulation.</p>
<p>EXECUTIVE SESSIONS WILL BE HELD ONLY FOR APPROPRIATE SUBJECTS PER RCW 42.30.030</p>	<p>Executive sessions, will be held to discuss real estate acquisition/purchase or sale/lease; review negotiations on publicly bid contracts; receive complaints against a public employee*, evaluate qualifications of applicant for public employment or review performance of a public employee*; evaluate qualifications of candidate for public office and discussions with legal counsel relating to enforcement actions or litigation or potential litigation to which the district, school board , or a member acting in their official capacity is, or may become a party when public knowledge may result in an adverse legal or financial consequence.</p> <p>Executive session may be requested by either the Board or the Superintendent. The Board’s discussions are confidential. Sharing of such information with unauthorized persons at any time is completely unacceptable. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.</p> <p>Note: *However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;</p> <p>**Quasi-judicial hearings where board members determine facts and make conclusions and exercise judicial discretion (i.e. student appeals or discipline hearings) are exempt from OPMA.</p>
<p>Closed Sessions/Private Meetings (Exempt)</p>	<p>Closed sessions will be held to:</p> <ul style="list-style-type: none"> • Consider a quasi-judicial matter between named parties, as distinguished from a matter having a general effect on the public or a class or group • Collective bargaining session 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.
<p>DISTRIBUTION OF THE BOARD MEETING PACKET</p>	<p>The board meeting materials will be available to the board members the Friday prior to the meeting. Unexpected and urgent additions to the board agenda will be the exception rather than the rule.</p>
<p>PREPARATION FOR THE BOARD MEETING</p>	<p>Board members agree to commit the appropriate amount of time necessary to fulfill their Board team role. The board members agree to read all agenda items and supplementary materials before each meeting and to contact the board chair or the Superintendent when clarification is needed so that the board meeting can proceed smoothly and efficiently.</p>

<p>CONDUCT EFFICIENT AND EFFECTIVE BOARD MEETINGS</p> <p>CONSENT AGENDA</p>	<p>School board meetings are the community’s window to District operations. School board meetings will begin on time; meetings are generally two hours long, some will be shorter; others longer. If a board member needs more information and/or has questions or concerns, either the Superintendent or board chair is to be contacted before the meeting. If during the meeting additional questions or concerns arise regarding a motion that requires further study, a board member may move to table the motion.</p>
<p>DISCUSS THE ISSUES</p>	<p>Conduct at a board meeting is very important. We agree to value and encourage other member’s opinions and input provided it is communicated in an open and honest manner consistent with the district mission. Each board member has the freedom, opportunity and responsibility to express their own beliefs about quality education.</p> <p>While we encourage differing points of view, we will address our comments with care, dignity and respect to avoid an escalation of negative impressions or incidents. Board members are encouraged to offer praise to employees but any criticism must be channeled through the Superintendent. We will avoid words, actions and grandstanding on an individual, the Board or the District. Personal slurs and snide comments are counter-productive.</p>
<p>NO SURPRISES ON OTHER BOARD MEMBERS OR THE SUPERINTENDENT</p>	<p>There should be no surprises at a board meeting. We agree to ask the board chair and the Superintendent to place an item on a future agenda instead of bringing it up unexpectedly at the meeting. All items submitted will be carefully considered and integrated into an upcoming agenda.</p>
<p>OWN YOUR OWN ISSUES</p>	<p>The Board will encourage others to present their own issues, problems or proposals to the Superintendent or the board as a whole, when discussing issues.</p>
<p>PRACTICE EFFICIENT DECISION MAKING</p>	<p>Board meetings are for decision making action and votes. We agree to call the question when discussion is repetitive.</p>
<p>UTILIZE SUPERINTENDENT INPUT</p>	<p>The Superintendent is the Chief Executive Officer and should make recommendations, proposals or suggestions on matters that come before the Board.</p>
<p>VOTING AND SUPPORTING THE MAJORITY</p>	<p>The board members agree to cast their vote based upon their understanding of the agenda item being voted upon. Board members will publicly support the decisions arrived at by the majority of the Board even though a board member may not have been in favor of the decision.</p>
<p>DISAGREEING WITH THE SUPERINTENDENT OR FELLOW BOARD MEMBER</p>	<p>When a board member or the Superintendent finds themselves in disagreement with another member, a one-to-one meeting with that person should be arranged to confront the disagreement and seek a solution. When the session ends, the disagreement must remain a private matter.</p>

UTILIZING THE DISTRICT'S LEGAL COUNSEL	In most cases, only the Superintendent or designee is to contact the district's attorney. The board chair may contact the district's legal counsel in reference to the Superintendent's contract.
SUPPORTING WASHINGTON SCHOOL DIRECTORS ASSOCIATION (WSSDA)	<p>The board members and the Superintendent shall actively support the Washington State School Directors Association (WSSDA), its programs and services, and to participate in the annual conference when personal and professional responsibilities permit. We expect and agree that board members and the Superintendent will adhere to the WSSDA Governance Code.</p> <p>Board members agree to continued professional learning in service of the team and to take advantage of opportunities to inform themselves about current education issues through individual study and participation in JCEP and/or WSSDA programs.</p>
ANNUALLY CONDUCT A BOARD EVALUATION	The Board will address its behaviors and actions by a yearly self-evaluation and by addressing itself to any individual problems such as poor meeting attendance or not adhering to the agreed upon Standard Operating Procedures.
ANNUAL RETREAT	Commit to semi-annual retreats for the purposes of general planning and periodic review of the strategic plan.
ANNUAL AGREEMENT ON THE STANDARD OPERATING PROCEDURES	The Board will review and/or revise and adopt Standard Operating Procedures at meeting following the annual retreat for the current school year.

Adoption Date: October 8, 2014
Classification: **Discretionary**
Revised Dates: 12.14; 8.15; 03.17; 01.20; 10.22
Chimacum School District