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## Legal Status and Operation

### Legal Status

The board of directors of the Hockinson School District is the corporate entity established by the state of Washington to plan and direct all aspects of the district's operations to ensure quality in the content of the district's educational program and provide students with an opportunity to achieve those skills recognized as requisite to learning.

The policies of the board define the organization of the board and its manner of conducting 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 Hockinson School District No. 98, Clark 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 will 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 will consist of five members, elected by ballot by the registered voters of the district. Except as otherwise provided by law, board members will hold office for terms of four years and until their successors are elected and qualified. Terms of board members will be staggered as provided by law.

Newly-elected directors will 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 will take and subscribe to an oath of office.

Cross References:	Board Policy 1111	Oath of Office
Legal References	RCW 28A.150.230	District school directors' responsibilities
	RCW 28A.300.065	Classification and numbering system of school districts
	RCW 28A.315.035	Organization of school districts
	RCW 28A.320.040	Directors-Bylaws for board and school government
	RCW 28A.343.300	Director-Terms-Numbers
	RCW 28A.343.320	Directors-Declarations of candidacy-Positions as separate offices

	RCW 28A.343.330	Directors-Ballots-Form
	RCW 28A.320.010	Corporate powers
	RCW 28A.320.020	Liability for debts and judgements
	RCW 28A.342.360	Directors-Oath of Office
	RCW 29A.20.030	Local offices, beginning of terms-Organization of district boards of directors
	RCW 29A.20.040	Local elected officials, commencement of term of office-Purpose

## Key Functions of the Board

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

### Responsible Governance:

The board, with participation by the community, will 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.

### Creating Conditions for Student and Staff Success

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.

### High Expectations for Student Learning

The board will continuously articulate the belief that all students can learn and each student's learning can improve regardless of existing circumstances or resources. The board will act as leaders of a vision of shared learning that is supported by individual schools and the community.

### Accountability for Student Learning

The board's accountability for student learning will include adopting a system of continuous assessment of all conditions affecting education, including assessments for measuring staff and student progress toward 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.

### Community Engagement

The board will serve as education's key advocate on behalf of students and their schools. The board will work to advance the community's vision for its school, 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 References:	Board Policy 0300	Planning Process
	Board Policy 0550	Strategic Plan
	Board Policy 1310	Policy Adoption, Manuals and Administrative Procedures

	Board Policy 1810	Annual Goals and Objectives
	Board Policy 1820	Evaluation of the Board

Management Resources:	Policy News – February 2012	Model Policies aligned with Washington School Board Standards
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## Electoral System

It is the responsibility of the board of directors to establish the electoral system used for electing board members

### Authority under RCW 28A.343.040

The board of directors, with assistance of the administration, the educational service district, the state redistricting commission and consultants (e.g. attorneys, demographic experts etc.) as appropriate, will prepare for the division or re-division of the district into director districts no later than eight months after any of the following:

- A. Receipt of federal decennial census data from the redistricting commission;
- B. Consolidation of the district with one or more other districts into one district;
- C. Transfer of territory to or from the district or dissolution and annexation of the district; or
- D. Approval by a majority of the district's registered voters of a proposition to divide the district into director districts pursuant to RCW 28A.343.030.

The districting or re-districting plan shall be consistent with the criteria and adopted according to the procedure established under RCW 29A.76.010.

### Authority under Washington Voting Rights Act

The district will ensure that its voting system does not impair the ability of a protected class or classes, as defined by the Washington Voting Rights Act, to have an equal opportunity to elect candidates of their choice as a result of the dilution or abridgment of the rights of voters who are members of a protected class or classes.

To remedy a potential violation of the Washington Voting Rights Act, the district may change its electoral system, which may include, but is not limited to, implementing director districts.

Legal References:	RCW 28A.343.030	Certain school districts-Election to authorize division in school districts not already divided into directors' districts.
	RCW 28A.343.040	School director districts – Division or re-division of district into director districts
	RCW 28A.343.050	Dissolution of directors' districts
	RCW 28A.343.670	First-class districts having city with population of 400,000 people or more – Initial director district boundaries – Appointments to fill vacancies for new director districts – Director district numbers
	RCW 28A.315.195	Transfer of territory by petition – Requirements - Rules
	RCW 28A.315.199	Transfer of territory or dissolution of financially insolvent school district by petition – Notification to affected districts – Mediation

		– Request for hearing – Notification to regional committee - Costs
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	RCW 28A.315.205	Transfer of territory or dissolution by petition – Regional committee responsibilities – Rules - Appeals
	RCW 28A.315.215	Transfer of territory or annexation of financially insolvent district by agreement or order – Approval order – Previously approved and imposed excess tax levies
	RCW 29A.76.010	Counties, municipal corporations, and special purpose districts
	RCW Chapter 44.05	Washington State Redistricting Act
	RCW Chapter 29A.92	Voting Rights Act
Management Resources:		
Policy & Legal News	May 2018	

	December 2015	
	June 2011	Legal References Update
	August 2008	Restructuring First Class Director Districts



## **Electoral System**

### **Division or Re-division of District into Director Districts under 28A.343.040**

If the District decides to create director districts or re-divide director districts under RCW 28A.343.040, the District will develop a plan consistent with the following criteria:

- A.** Each director district will be as nearly equal in population as possible;
- B.** Each director district will be as compact as possible and consist of geographically contiguous area;
- C.** Population data may not be used for purposes of favoring or disfavoring any racial group or political party; and
- D.** Each director district will, to the extent feasible and if not inconsistent with the basic enabling legislation for the District, coincide with existing recognized natural boundaries and will, to the extent possible, preserve existing communities of related and mutual interest.

During the adoption of its plan, the District shall ensure that full and reasonable public notice of its actions is provided. The District will publish a draft plan and hold a meeting, including notice, and comment, within ten days of publishing the draft plan and at least one week before adopting the plan. The District will amend the draft plan as necessary after receiving public comments and resubmit any amended plan for additional written public comment at least one week before adopting the plan.

Any registered voter residing in an area affected by the redistricting plan may request review of the adopted local plan by the superior court of the county in which he or she resides, within fifteen days of the plan's adoption. Any request for review must specify the reason or reasons alleged why the local plan is not consistent with the applicable redistricting criteria. The District may be joined as respondent. The superior court shall thereupon review the challenged plan for compliance with the applicable redistricting criteria.

### **Changing the Electoral System under the Washington Voting Rights Act**

If the District changes its electoral system to remedy a potential violation of the Washington Voting Rights Act by implementing director districts, then the District will develop a plan consistent with the following criteria:

- A.** Each director district will be as nearly equal in population as possible;
- B.** Each director district will be as compact as possible and consist of geographically contiguous area;
- C.** Each director district will, to the extent feasible and if not inconsistent with the basic enabling legislation for the District, coincide with existing recognized natural boundaries and will, to the extent possible, preserve existing communities of related and mutual interest; and
- D.** Director-district boundaries will not be drawn or maintained in a manner that creates or perpetuates the dilution of the votes of the members of a protected class or classes.

Before adopting its plan, the District will provide public notice to its residents about its proposed remedy. If a significant segment of its residents have limited English proficiency and speak a language other than English, then the District will provide accurate written and verbal notice of the proposed remedy in languages that diverse residents of the District can understand and air radio or television public service announcements describing the proposed remedy in the languages that diverse residents of the District can understand. The District will also hold at least one public hearing at least one week before the District's plan is adopted.

If the District changes its director boundaries under the Washington Voting Rights Act, an affected director(s) may serve out the remainder of his/her term.

**Dissolution of Director Districts**

Upon receipt by the educational service district superintendent of a resolution adopted by the board or a written petition from a first-class or second-class school district signed by at least twenty percent of the registered voters of the District previously divided into director districts, which resolution or petition shall request dissolution of the existing director districts and reapportionment of the District into no fewer than three director districts and with no more than two directors at large, the superintendent, after formation of the question to be submitted to the voters, shall give notice thereof to the county auditor who shall call and hold a special election of the voters of the entire district to approve or reject such proposal, such election to be called, conducted and the returns canvassed as in regular district elections.

If approval of a majority of those registered voters voting in said election is acquired, at the expiration of terms of the incumbent directors of the District their successors shall be elected in the manner approved.

## 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 place on the board by filing a declaration of candidacy with the county auditor during the May 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 Superintendent of Public Instruction as the 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 first Tuesday of August in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

If, prior to the first day of the regular filing period, a vacancy occurs in a school director position that is not scheduled to appear on the general election ballot, leaving an unexpired term for which a successor must be elected at the next general election, filings for that position will be accepted during the regular filing period. The filing officer will provide notice of the vacancy and filing period to newspapers, radio, and television in the county, and online. The position will appear on the primary and general election ballots unless no primary is required.

If, on the first day of the regular filing period or later, a vacancy occurs in a school director position that is not scheduled to appear on the general election ballot leaving an unexpired term, the election of the successor will occur at the next succeeding general election that the office is allowed by law to have an election.

If following the regular filing period and deadline to withdraw, but prior to the day for the primary, a void in candidacy occurs, the filing officer will reopen the filing period of three normal business days. The filing officer will provide notice of the special filing period to newspapers, radio, and television in the county, and online. The candidate receiving a plurality of the votes cast for that school director in the general election is deemed elected.

Cross Reference:	Board Policy 1114	Board Member Resignation and Vacancies
	Board Policy 1610	Conflicts of Interest
Legal References:	RCW 28A.323.040	Joint school districts-Designation of county to which joint school district belongs
	RCW 28A.343.300	Directors-Terms-Numbers
	RCW 28A.343.320	Directors-Declarations of candidacy-Positions as separate offices
	RCW 28A.343.330	Directors-Ballots-Form
	RCW 28A.343.340	Directors-When elected-Eligibility Residence

	RCW 29A.24.141	Void in candidacy-exception
	RCW 29A.24.181	Regular filing period-voids in candidacy
	RCW 29A.24.191	Scheduled election lapses, when
	RCW 29A.52.210	Local primaries
	RCW 42.12.010	Causes of vacancy

Management Resources:	Policy News, August 2011	Legislature clarifies law on vacancies and voids in candidacy, primary election date changes
	Policy News, October 2006	Changes in Election Law

## **Election**

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 by 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 newly elected, re-elected, or appointed director will 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 completion, the oath of office will be filed with the county auditor.

Legal Reference:	RCW 28A.343.360	Oath of office
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## 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:

- A. WSSDA publications (e.g. Open Public Meetings, Conflict of Interest, Washington School Board Standards, Serving on Your Local School Board, The Basics of School Law, and Parliamentary Procedure);
- B. Goals for the school and district plans, if developed;
- C. Board policies and administrative procedures;
- D. Student rights, responsibilities and conduct;
- E. District staff handbook;
- F. Student and staff handbooks from individual schools;
- G. Collective bargaining agreements;
- H. District and school budget(s);
- I. Financial status reports (most recent copies);
- J. Board minutes (past year);
- K. Achievement test results and relevant data for evaluating student learning; and
- L. Staff member job descriptions.

The board chair, or a designee, and the superintendent will assist each new director in the review of these materials and will review the role and function of the various administrators employed by the district. The orientation will include, as per district policy, how to: (1) arrange for visits of school or administrative offices; (2) request information regarding school 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.

## 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.

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 that time, an election will be held to fill the board position for the director area in which the director no longer resides. 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 remainder of his/her term.

Cross References:	Board Policy 1105	Director District Boundaries
	Board Policy 1110	Elections
	Board Policy 1114	Board Member Resignation
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-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)



## Board Member Resignation and Vacancy

### Resignation

Upon receipt of a director's written resignation, the board will acknowledge and announce the resignation at its next regularly scheduled meeting. The resignation will be effective immediately unless otherwise stated. If a future date is stated, the resignation may be withdrawn any time prior to the effective date.

Board members who have resigned may not vote on the selection of their replacement.

### Vacancy

In case of a board vacancy, the remaining board members will fill such vacancy by appointment. The board will receive applications from any qualified persons seeking to fill the position after suitable public notice. Interviews of candidates for vacant positions will take place in a meeting open to the public. The board will appoint one of the candidates to serve until the next regularly scheduled board election, at which time a director will be elected for the unexpired term, if any.

The appointment will 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 will 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 voter residents of the school district and appropriate director district, if any.

Cross References:	Board Policy 1450	Absence of Board Member
Legal References:	RCW 28A.310.030	ESD Board-Membership-Board member district boundaries
	RCW 28A.343.370	Directors-Vacancies
	RCW 28A.330.020	Certain board elections, manner and vote required-Selection of personnel, manner
	RCW 29A.04.151	Residence
	RCW 42.30.110(h)	Executive sessions-Board member interviews in open public session
Management Resources:	Policy News, June 2009	Board Member Resignations

## Board Member Resignation and Vacancy

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 will be used to identify and appoint citizens to fill board vacancies:

- A.** Announcement of the vacancy and the procedure for filling it will be made in the general news media as well as general district publications;
- B.** All citizens will be invited to nominate candidates for the position provided that the nominees will be registered voters who reside in the director district in which the vacancy occurs;
- C.** The board secretary will notify all nominees by sending them a summary of director responsibilities and requesting from them an application and a biographical sketch, including a statement about their interest in being a board member. Upon their request the board secretary will provide nominees with orientation information;
- D.** The board will screen the nominees;
  - 1. If there are more than five, it will 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 *Board Standards* 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 shortcomings of the district.
    - e. Describe how your experience, training and interest can contribute to the improvement of the district.
    - f. Identify any commitments 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 will appoint the nominee who in the judgement 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; and
- F.** The board secretary will 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

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 will elect from among its members a chair and a vice chair to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the chair and the vice chair, the board will elect a president pro tempore who will perform the functions of the chair during the latter's absence.

The superintendent will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

In even-numbered years in June, a WSSDA legislative representative will be elected to serve a two-year term.

The normal order of business will 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 (roll call vote);
- D. Assumption of office by the new chair;
- E. Call for nominations for vice chair to serve during the ensuing year; and
- F. Election of a vice chair (roll call vote).

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

Legal References:	RCW 28A.330.010	Board president, vice-president or president pro tempore-Secretary
	RCW 28A.330.020	Certain board elections, manner and vote required-Selection of personnel, manner
	RCW 28A.330.050	Duties of Superintendent as Secretary of the Board
	RCW 28A.400.030	Superintendent's Duties
	RCW 29A.20.040	Local elected officials, commencement of term of office - Purpose

## **Board Officers and Duties of Board Members**

### **Chair/President**

The chair/president presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The chair conducts the meetings in the manner prescribed by the board's policies. The chair/president has the full right to participate in all aspects of board action without relinquishing the chair/president, including the right to vote on all matters put to a vote.

It is the responsibility of the board chair/president to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to 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 will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

The chair/president is authorized to consult with the superintendent on issues such as board meeting, study session and board retreat planning prior to presentation to the full board and perform tasks to facilitate board meetings.

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/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 will avoid speculating upon actions or decisions which the board may take but has not yet taken.

### **Officers of the Board: Vice Chair/Vice President**

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

### **Legislative Representative**

A legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will assume office July 1st in an even year for a two-year period. The legislative representative, board chair/president, or other board designees will represent the board at WSSDA's Assembly, conveying local views and concerns to that body. When appropriate, the legislative representative obtains their board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. The legislative representative will monitor proposed school legislation and inform the board of the issues. Additionally, he/she will build relationships with the local policy makers regarding WSSDA's legislative positions and priorities.

### **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 will not assume responsibilities of administrators or other staff members. The board or staff will 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 will 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 will 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 may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Legal References	RCW 28A.330.030	Duties of President
	RCW 28A.330.040	Duties of Vice-President
	RCW 28A.330.080	Payment of Claims-Signing of Warrants
	RCW 28A.330.100	Additional powers of the Board
	RCW 28A.330.200	Organization of the Board- Assumption of Superintendent's duties by board member, when
	RCW 28A.343.390	Directors-Quorum-Failure to attend meetings
Management Resources	October 2022	
	Policy News, December 2007	Role of the School Board President

## School Director Legislative Program

The board may represent the district's interests in legislative action to promote the welfare of public education in the state of Washington or will direct those interests to be represented through its executive officer, the superintendent or designee.

As a public entity, the board must operate within the bounds of state and federal laws affecting public education. To effectively meet these responsibilities to the public and students of the district, the board will work vigorously for the passage of new laws designed to advance the cause of effective schools and for the repeal or modification of existing laws that impede this cause. The board also supports a legislative program that fosters the maintenance of local control in decision making and governance within the district.

To achieve these goals, the board will periodically study, discuss and weigh the merits of pending legislation for the purpose of establishing its official position through board action. When established, these official positions will be the position of the district in the legislative process.

### Board Legislative Activities

The board may:

- A. Designate one of its members to serve as legislative representative with the Washington State School Directors' Association (WSSDA);
- B. Develop an annual legislative program through conferences with the WSSDA and the Washington Association of School Administrators (WASA);
- C. Support and work for legislation that promotes the quality of education within the Hockinson School District, the region and the state of Washington;
- D. Send a team to the WSSDA/WASA Legislative Conference held each February;
- E. Stay informed of pending legislation and actively communicate concerns and make its position known to elected representatives at both the state and national levels by regular contact with their legislators in-district, in Olympia and in Washington D.C;
- F. Seek adequate funding for schools and full funding for state and federally mandated programs;
- G. Set aside board meeting time to discuss legislative issues, using resources such as WSSDA's Legislative Updates;
- H. Respond appropriately to requests for legislative proposals, comments on legislative proposals, and development of priority positions;
- I. Ensure that local media representatives and legislators are invited to board meetings and school activities;
- J. Work for the achievement of common legislative objectives with WSSDA and with other concerned groups; and
- K. Inform the public of its legislative priorities and outcomes of its legislative efforts.

Board members, individually or as members of professional organizations, will not represent positions conflicting with the district's positions on legislative matters unless it is made clear that such representation is not the official position of the district.

### WSSDA Legislative Representative

The board's Washington State School Directors' Association legislative representative serves as the contact person and acts as the coordinator of the board's state legislative activities. The legislative representative also serves as a board's liaison at WSSDA's General Assembly. The

legislative representative will assume office July 1 in an even year for a two-year period. The legislative representative will:

- A.** Attend Washington State School Directors' Association General Assembly conveying local views and concerns to that body and participating in the formulation of state legislative programs;
- B.** Monitor proposed education legislation; and
- C.** Inform the board of pending legislative issues and existing or proposed WSSDA legislative positions.

Cross References:	Board Policy 1220	Board Officers and Duties of Board Members
Legal References:	Chapter RCW 28A.345	Washington State School Directors' Association
Management Resources	Policy News, August 2009	Role of Board Legislative Representative

## **Committees**

Committees of the board may be created by a majority of the board. No more than two board members will serve on any board appointed committee. The board chair will ask board members to serve on such committees, the purpose and terms of which will be determined by a majority vote of the board.

Cross Reference:	Board Policy 4110	Citizen's Advisory Committees
Legal Reference:	RCW 28A.320.040	Directors-Bylaws for Board and school government



## **Students On Governing Boards**

The Hockinson Board of Directors recognizes the value of student representation on the school board so that student voice and input is included in the board's work. The school district will annually seat two student representatives. Student representatives will communicate with other district students and receive their input and perspectives.

Student representatives on the board are expected to attend all board meetings and contribute to board discussion by providing student insight and perspective. They will serve as a liaison for the associated student body and report to students about the work of the board and district activities. Student representatives will not attend executive sessions or hold board offices. Student representatives provide the board with advisory votes on agenda items as follows. Immediately before the board votes on an agenda item, the student board representatives will provide their advisory vote-whether pro, con, or abstain.

## **Students on Governing Boards**

### **Terms of Office**

A student representative will be selected by Hockinson High School Principal every year in the spring to serve on the board. The student representative will serve two-year term beginning in July and concluding in June. After the student representative is selected he/she will receive an orientation session provided by the superintendent (or designee).

### **Qualifications**

The student must be entering his/her junior year at the time of selection and in good academic standing, and maintain good academic standing throughout his or her term. Selected students should also have a history of leadership and involvement in extra-curricular and civic activities.

### **Responsibilities**

Student representatives will obey all the rules and regulations pertaining to board members. Student representatives will receive copies of all regular meeting agendas, minutes and other relevant information, excluding executive session materials.

The Superintendent and/or the board may remove a student representative during the term if he/she becomes ineligible or fails to fulfill their responsibilities. In the event a vacancy arises prior to the expiration of the term, an alternate from the same school will be appointed by the school to fill the vacancy.

## **Policy Adoption, Manuals and Administrative Procedures**

### **Policy Adoption**

Proposed new policies and proposed changes in existing policies will 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 will 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 community members 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 will 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 will provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies will become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

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

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

### **Policy Manuals**

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

The manual is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates. To that end, each administrator will have ready access to the manual. In addition, a manual will be available as the superintendent may determine for the use of staff, students and community members.

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

### **Administrative Procedures**

The superintendent will 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 will submit it to the board as an information item. Such procedures need not be approved by the board, though the board may request a revision 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.

Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.320.040	Directors-Bylaws for board and school government
	RCW 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings-Notice-Secret voting prohibited

## **Suspension of a Policy**

A policy of the board will 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.

Legal References	RCW 28A.320.010	Corporate powers
	RCW 28A.320.040	Directors-Bylaws for board and school government

## **Administration in the Absence of Policy or Procedure**

The superintendent and other staff to whom administrative or supervisory authority has been delegated will be authorized to use their best judgment in the absence of a specific policy or procedure, provided that such action will 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 that 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 will 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 will be notified and he/she will immediately consult with the board chair as to the advisability of calling a special board meeting to review the staff member's action.

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

The Board will schedule its meetings 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 regular meetings, special meetings, emergency meetings, and work sessions.

### **Regular Meetings**

Regular meetings are held at 6:00 p.m. on the last Monday of each month in the HSD Community Center or a designated, alternate site. Work Sessions are held on the second Monday of the month in the Superintendent's office or a designated, alternate site. An agenda of the business that the Board will transact will be posted on the district website, or the website shared or hosted by another public agency not less than twenty-four (24) hours in advance of the published start time of the meeting.

If the board adjourns to a time other than a regular meeting time, the board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries. In cases of emergency, fire, flood, earthquake, or other emergency, the presiding officer chair/president may provide for a location other than that of the regular meeting, a remote meeting with no physical location, or a meeting at which physical attendance is limited. In the instance of remote or limited in-person meetings, the District will provide real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting.

The district will hold remote or physical attendance limited meetings only in cases of emergency declared by federal, state or local government, or in cases of local emergency, fire, flood, earthquake or other emergency, and at such meetings will provide real-time telephonic, electronic, internet or other readily available means of remote access that do not require an additional cost to access the meeting.

### **Special Meetings**

Special meetings may be called by the chair/president or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered 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 email. The notice must be posted on the district's website unless the district 1) does not have a website, or share a website with, or have its website hosted by, another public agency; 2) employs no full-time equivalent employees; or, 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The district must also prominently display the notice at the main entrance of the district's headquarters, as well as at the location of the meeting if the meeting is held at a location other than the headquarters, and is not held as a remote meeting. During a declared emergency that prevents a meeting from being held in-person with reasonable safety, the district may post notice of a remote meeting without a physical location on the district website, or the website hosted or shared by another agency.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives the written notice requirement if that board member:

1. Submits a written waiver of notice to the Board secretary at, or prior, to the time the meeting convenes. The waiver may be given by telegram, fax, or email; or
2. Is actually present at the time the meeting convenes.

The board will not take final disposition on any matter other than those items stated in the meeting notice. If the district calls a special meeting of the board to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted, or displayed with reasonable safety, including, but not limited to declared emergencies in which travel to physically post notice is barred or advised against, the board may meet immediately with no prior notice.

### **Emergency Meetings**

If the district determines by reason of fire, flood, earthquake, or other emergency that there is a need for expedited action by the board, to meet the emergency, the chair/president may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. The chair/president may provide for an emergency meeting without providing notice.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the district will either:

1. Hold a remote meeting without a physical location, or
2. Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allows for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency the district must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The district may also permit the other electronic means of remote access.

The district will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some, or all members of the public is limited due to a declared emergency, unless the district has provided an option for the public to listen to the proceedings, except for an executive session pursuant to this Policy.

### **Public Notice**

The board will give proper public notice for any special meeting whenever a regular meeting is adjourned to another time. The board may provide notice for an emergency meeting in accordance with this Policy.

All meetings will be open to the public with the exception of executive or closed 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.

Individuals with disabilities who may need a modification to participate in a meeting and those who may have difficulty physically attending 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, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

### **Quorum and Voting**

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform that provides real-time verbal communication without being in the same physical location with those in attendance. Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A motion passes when a majority of those board members present and voting, vote in favor. However, a majority vote of *all* board members is required to elect or select a superintendent or board officer and the board must vote on these matters by an oral roll call. The board will vote by an oral roll call whenever required by law.

### **Meeting Conduct and Order of Business**

The board will conduct all board meetings in a civil, orderly, and business-like manner. The board will use *Roberts Rules of Order (Revised)* as a guide, except when board bylaws or policies supersede such rules. During board meetings, board members will refrain from communicating electronically (e.g., by email, text, social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. However, either the Superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

All votes on motions and resolutions will be by "voice" vote unless an oral roll call vote is requested by a member of the board. All votes will be approved by majority of those present and voting, unless otherwise required by law. No action will be taken by secret ballot at any meeting required to be open to the public.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, "nunchucks," "throwing stars," air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9A.01.020. The board will ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities used by official meetings of the board.

### **Public Attendance and Comment**

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

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 public comment, with the exception of emergency situations, the board will provide a

period or before every regular meeting. During public comment period, visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the meeting. Written comments must adhere to the standards of civility discussed below and must be received 24 hours before the board meeting. All written public comments timely submitted will be distributed to each board member.

The board may structure the oral public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The Board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the board.

The board is not obligated to respond to questions or challenges made during the public comment period, and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous under a legal standard;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, or bullying of students, or policy or procedure related to nondiscrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting

The board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the board, district, and/or staff that are negative yet still civil in nature. The board will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the board may identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and written—is required before the board adopts or amends a policy that is not expressly, or by implication, authorized under state or federal law, but which will promote the education of K–12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

## Meeting Recordings

Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded. Such recordings will be maintained for at least one year. The recording will include the comments of the directors and the comments of the public if formal public testimony is accepted at the meetings.

Cross References:	Board Policy 1420	Proposed Agenda and Consent Agenda
	Board Policy 1220	Board Officers and Duties of Board Members
	Board Policy 1410	Executive or Closed Sessions
Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required - Selection of personnel, manner
	RCW 28A.320.040	Directors — Bylaws for board and school government
	RCW 28A.330.070	Office of board — Records available for public inspection
	RCW 28A.343.370	Directors — Vacancies
	RCW 28A.343.380	Directors — Meetings
	RCW 28A.343.390	Directors — Quorum — Failure to attend meetings
	RCW 42.30.030	Meetings declared open and public
	RCW 42.30.050	Interruptions – Procedure
	RCW 42.30.060	Open Public Meetings — Voting by secret ballot prohibited
	RCW 42.30.070	Time and places for meetings-Emergencies – Exception
	RCW 42.30.080	Special meetings
	RCW 9.41.280	Possessing dangerous weapons on school facilities – Penalty - Exceptions
	Ch.42 U.S.C. §§ 12101-12213	Americans with Disabilities Act
Management Resources Policy & Legal News:	June 2022	
	August 2018	
	June 2014	
	April 2013	

	June 2012	
	June 2005	Special Meeting Notice Requirements

## **Procedure - Meeting Conduct, Order of Business and Quorum**

The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If a 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 at the meeting 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.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, "nun-chu-ka sticks," "throwing stars," air gun or pistol, stun gun, or the other dangerous weapon as listed in RCW 9.41.280. The board must ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

### **Meeting Notices**

All public notices of board meetings should inform persons with disabilities and those individuals who may have difficulty physically attending a board meeting that they may contact the superintendent's office, so that the district can arrange for them to participate in board meetings. 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 time, place, and purpose of the meeting. For special meetings, a district is required to notify those newspapers and radio and television stations that have filed a request for such notification. The district must also provide written notice and a printed or electronic copy of the agenda to each school director 24 hours prior to the meeting. Notice to a school director is deemed waived if the school director files a written notice of waiver with the board secretary before or at the time of the commencement of the meeting or by the school director's actual attendance at the meeting.

The district must also post notice of the meeting on the district's website, the door of the main district offices, and the door at the location of the meeting if it is different from the district's offices. Notice of regular meetings must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting unless the district does not have a website. Districts that do not have a website may share a website with, or have its website hosted by, another public agency to post the meeting agenda. The district does not have to post notice of a special meeting on its website if it: (1) does not have one; (2) employs no full-time equivalent employees; or (3) does not have any employee whose job description or employment contract provides a duty to maintain or update the website.

At a special meeting, the board may discuss items that were not on the original agenda, but the board cannot take final action on any topics that were not identified on the original agenda.

If the board is to discuss an item 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 notices 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 the suspension, expulsion, or emergency removal of a student) 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. The district must post notice of such a recess and continuation at or near the door of the meeting room. Notifications to the press is not required.

### **Meeting Recordings**

Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded and such recordings will be maintained for at least one year. The recording will include the comments of the directors and the comments of members of the public if formal public testimony is accepted at the meeting.

Subject to the limitations on identifiable records in Policy and Procedure 4040 and 4040P, board meeting recordings must be provided electronically to the public upon request. It is not a violation of policy or law if the district attempts to record a meeting in good faith and, due to technological issues, a recording is not made or if any or all of a recording is unintelligible. When possible, the district will make the content of school board meetings, or a summary thereof, available in formats accessible to individuals who need communication assistance and in languages other than English.

## Executive or Closed Sessions

### Executive Sessions

Before convening in executive session, the chair will 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 will 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 will 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 will 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 will 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 will 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.

### Closed Sessions/Private Meetings

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 that portion of a meeting in which 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.

Legal References:	RCW 42.30.110	Executive sessions
	RCW 42.30.140	Chapter controlling- Application
Management Resources:	Policy News – June 2001	Legislature Addresses Executive Session



## Proposed Agenda and Consent Agenda

### Proposed Agenda

The board secretary will be responsible for preparing the proposed agenda for each meeting in consultation with the board chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be provided 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. The proposed agenda for regular and special meetings will be posted to the district's website or a website shared by the district or hosted for the district not less than twenty-four (24) hours prior to the start time of the meeting.

At a Special Meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda

### 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 that appears on the consent agenda may be removed on request by a member of the board and placed on the regular agenda. The remaining items on the consent agenda 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 1400	Meeting Conduct, Order of Business and Quorum
	Board Policy 6020	System of Funds and Accounts
	Board Policy 6215	Voucher Certification and Approval
Legal References:	RCW 42.30.080	Special Meeting Requirements

Management Resources:	2022 – June Issue	
	2014 – June Issue	Special Meeting Requirements
	2012 – June Issue	Revisions

## **Proposed Agenda and Consent Agenda**

### **Example Agenda**

Call to Order

- Quorum
- Pledge of Allegiance

Approval of the Agenda

Communications

- Welcome of Community Members
- Excuse Any Absent Board Members
- Reports
- Superintendent
- Students

Community Input on Agenda or Comments

Consent Agenda

- Vouchers
- Budget
- Previous Meeting Minutes
- Personnel
- Boundary and Home School Reports
- Vacations

Discussion Items

Action Items

Adjournment

### **Other Agenda Items**

Changes or Additions to the Agenda

Board Policy Review, as per:

- A.** Annual policy review calendar;
- B.** WSSDA updates; and
- C.** Emerging issues in the district.

Students and school programs

Buildings and grounds

Transportation

Food services

Construction

Finance

- A.** Audit of payroll and vouchers
- B.** Financial reports

Reports by individual board members

## **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 on 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 of the board, a list of 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 at the beginning of the meeting during which visitors present to the board. If possible, such presentations should be scheduled in advance.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. Any representative of a firm eligible to bid on materials or services solicited by the board will 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 has 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.

Legal References:	RCW 42.30.030	Meetings declared open and public
	RCW 42.030.050	Interruptions - Procedure
	RCW 42 U.S.C. 12101-12213	Americans with Disabilities Act

## Minutes

The secretary of the board keeps the minutes of all board meetings. Minutes become official after approval at the board's next regularly scheduled meeting and must be retained as a permanent record of the district. Minutes must be comprehensive and will 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; and
- G. Signature of presiding officer and date minutes approved.

Unofficial minutes will be provided to board members in advance of the next regularly scheduled meeting of the board and will 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. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.

Cross Reference:	Board Policy 6570	Property and Data Management
Legal References:	RCW 28A.400.030	Superintendent's duties
	RCW 40.17.070	Destruction, disposition, donation of local government records – Preservation for historical interest- Local records committee, duties- Record retention schedules-Sealed record
	RCW 42.32.035	Public meetings - Minutes
Management Resources:	2023 – July Issue	
	Policy News, April 2010	Retention of Board Meeting Minutes

## Absence of a Board Member

Whenever possible each board member will give advance notice to the chair 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: 1) illness; 2) active or training military duty; or 3) those authorized by resolution of the board.

If a board member is on active duty or training status with the military, the board will 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 until the end of the board member's term.

Cross References:	Board Policy 1220	Board Officers and Duties of Board Members
	Board Policy 1114	Board Member Resignation and Vacancy
Legal References:	RCW 28A.343.390	Quorum — Failure to attend meetings
	RCW 42.12.010	Causes of vacancy
	RCW 73.16.041	Leaves of absence of elective and judicial officers
Management Resources Policy & Legal News:	October 2001	Law Grants Board Members Military Leave

## **Conflicts Of Interest (Districts with fewer than 2,000 students)**

Neither a school director nor a district officer (such as the superintendent) may benefit directly or indirectly, in any contract made by, or under the director's or officer's supervision, except as permitted below:

- A.** A director, a director's or an officer's spouse, or a director's or an officer's dependent may be paid no more than \$1000 in any calendar month for unskilled day labor;
- B.** A director may be employed as a bus driver at the same compensation and on the same terms as other district bus drivers;
- C.** A director or officer may enter into a contract with the district to offer goods and services (except for legal services) if the director or officer does not receive more than \$3,000 in any calendar month under the contract. The district will maintain a list of all contracts covered under this paragraph and the list will be available for the public to inspect and copy;
- D.** A director may be designated as district clerk and/or purchasing agent of the district;
- E.** The spouse of a director or officer may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. For a director's or officer's spouse to be employed as a substitute teacher, the superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the district's anticipated needs ; and the superintendent must ensure that substitute teachers are fairly and impartially assigned to available positions;
- F.** If a director's or officer's spouse was employed by the district as a classified or certificated employee before the director or officer took office, the spouse's employment contract can be renewed. The terms of the contract must be commensurate with the pay plan or collective bargaining agreement operating in the district for that position;
- G.** In school districts with fewer than 200 full-time equivalent students, the district may employ the spouse of a director or officer as a certificated or classified staff member;
- H.** A director may be employed as a substitute teacher or a substitute educational aide in school districts with 300 or fewer full-time equivalent students. For the director to be employed as a substitute teacher or substitute educational aide the term of the contract must commensurate with the pay plan or collective bargaining agreement operating in the district for that position and the board must find that the number of qualified substitute teachers and educational aides in the district is insufficient to meet the district's anticipated needs.
- I.** A director or officer may have a remote interest in a contract. The interest, though, must be disclosed prior to board action and must be recorded in the official minutes.

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

Before the board approves the employment of a director, a director's or an officer's spouse, or a director's or an officer's dependent, the superintendent or designee will inform the board of other individuals who are qualified for and interested in the position(s) to be filled. The district

will not discriminate in any way against any applicant for a position or employee based on a family relationship with a director or officer. All employment decisions will be made choosing the applicant that furthers the best interests of the school district.

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

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

Cross References:	Board Policy 6230	Relations with Vendors
Legal References:	RCW 28A.330.240	Employment Contracts
	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against – Right to inspect personnel file
	RCW 28A.635.050	Certain corrupt practices of school officials - Penalty
	RCW 42.23.030	Interest in Contracts Prohibited - Exceptions
	RCW 42.23.040	Remote Interests
Management Resources	2023	July Issue
	2022	October Issue
	2006	April Policy News – Conflict of Issue
	2011	December Issue



## 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, goodwill and candor. As the legally designated governing body, the board retains final authority within the district. The board exercises powers expressly required and implied by law. The superintendent is the board's professional advisor, to whom the board delegates executive responsibility, including such powers 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, is responsible for the administration of the schools under applicable laws and policies of the district. The board delineates the duties of the superintendent and uses 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 does 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 will 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.400.010	Employment of superintendent- Superintendent's qualifications, general powers, term, contract renewal
	RCW 28A.400.030	Superintendent's duties

## **Board-Superintendent Relationship**

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 will not deny any staff member's right to appeal to the board regarding administrative decisions, provided that the superintendent will 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 various schools. Such visits will 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 can be anticipated. Discussions of personalities or staff grievances are not appropriate.

## Evaluation of the Superintendent

The board will establish evaluative criteria and will be responsible for evaluating the performance of the superintendent.

The superintendent will have the opportunity for confidential conferences with the board members for the purpose of aiding the superintendent in his/her performance. The board, on the basis of the evaluation, may terminate, renew or extend or allow the contract to continue toward its expiration date, not to exceed three years.

Legal References:	RCW 28A.400.010	Employment of Superintendent – superintendent's qualifications, general powers, term, contract renewal
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## 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 services such as baggage handling, when the costs are incurred while the individual is engaged in district business or other approved travel.

Cross References:	Board Policy 6212	Charge Card
	Board Policy 6213	Reimbursement for Travel
Legal References:	RCW 28A.320.050	Reimbursement of expense – Advancing anticipated expenses
	RCW 43.03.170	Advance payment of travel expenses-Advance warrants- Issuance - Limitations

## **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 will submit a detailed travel voucher and return the unexpended portion of the advance payment.

Reimbursable expenses are:

- 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 or internet costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment will 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.

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 local government entities – Liability for damage
	RCW 28A.320.060	Officers, employees or agents of school districts, insurance to protect and hold personally harmless

	RCW 28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized – Health savings accounts – Premiums – Noncompliance
	RCW 28A.400.360	Liability insurance for officials and employees or authorized

## Board Member Compensation

If authorized by board resolution, at a regularly scheduled meeting, 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 five hundred dollars 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.

Since the directors of a school district are municipal officers who fix their own compensation, they may not increase their own compensation during their current terms of office pursuant to Article 30, Section 1, and Article 11, Section 8 of the State Constitution.

The compensation provided in this section will be in addition to any reimbursement for expenses paid to such directors by the school district.

Legal Reference:	RCW 28A.343.400	Directors-Compensation -Waiver
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## **Board Member Compensation**

A board member is eligible to receive compensation at the rate of fifty dollars (\$50) 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 district 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 in-service 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 five hundred dollars (\$500.00), 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.



## Open Government Trainings

The board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All board directors will participate in trainings regarding: 1) the Open Public Meetings Act; 2) the Public Records Act; and 3) Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment. After the initial trainings, board directors will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law.

Board directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

Legal References:	RCW 28A.343.360	Oath of Office
	RCW Chapter 40	Public Documents, Records, and Publications
	RCW Chapter 42.30	Open Public Meetings Act
	RCW Chapter 42.56	Public Records Act

Management Resources:	Policy & Legal News, June 2014	
	Attorney General's Model Rules for compliance with the Public Records Act	
	Attorney General's Open Government Trainings Act FAQ's	

## Annual Governance Goals and Objectives

Each school year the board will formulate goals and objectives to guide effective board governance. The goals and objectives may include but are not limited to board functions of:

- A. Responsible school district governance;
- B. Communication of and commitment to high expectations for student learning;
- C. Creating conditions district-wide for student and staff success;
- D. Holding the district accountable for student learning; and
- E. Engagement of the community in education.

At the conclusion of the year the board will reflect on the degree to which it has met its goals and objectives by conducting a board self-assessment and engaging in board development activities where needed.

Cross References:	Board Policy 1005	Key Functions of the Board
	Board Policy 1820	Board Self-Assessment
	Board Policy 1822	Training and Development
Management Resources:	Policy News, February 2012	Model Policies aligned with Washington School Board Standards

## Board Self-Assessment

At the conclusion of each year, the board will assess its own performance in terms of generally accepted principles of successful board operations and in relation to its annual goals and objectives and Washington School Board Standards. The board self-assessment will address performance in the key functions of school boards:

- A. Board functions of responsible school district governance;
- B. Communication of and commitment to high expectations for student learning;
- C. Creating conditions district-wide for student and staff success;
- D. Holding the district accountable for student learning; and
- E. Engagement of the community in education.

The results of the self-assessment will be used in setting goals for the subsequent year.

Cross References:	Board Policy 1005	Key Functions of the Board
	Board Policy 1810	Annual Governance Goals and Objectives
	Board Policy 1822	Training and Development for Board Members
Management Resources:	Policy News, February 2012	Model Policies aligned with Washington School Board Standards

## **Board Self-Assessment**

Each individual board member will annually review the WSSDA *Individual School Director Standards* as a basis for assessing his/her own conduct as an elected representative of the board of directors. Collectively, the board will assess its performance in terms of its five major functions:

**A. Communication of and commitment to high expectations for student learning – The board will 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 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. Responsible School District Governance – The board will 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. Reviewing proposed labor agreements, staffing recommendations and staff evaluations;
4. Formulating budgets; and
5. Working to ensure a healthy learning and working environment that supports continuous improvement.

**C. Creating conditions district-wide for student and staff success – The board will demonstrate accountability by:**

1. Employing and supporting quality teachers, administrators and other staff;
2. Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities;
3. Providing for learning essentials including rigorous curriculum, technology and high quality facilities;
4. Providing for the safety and security all students and staff;
5. Reviewing building and grounds maintenance and needs;
6. Reviewing transportation services and other support services; and
7. Initiating and reviewing internal and external audits.

**D. Engagement of the Community in Education - The board will advocate for education and 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.

**E. Holding the district accountable for student learning - The board will oversee the district and superintendent's performance by:**

1. Annually review district and school improvement plans;
2. Developing written expectations for the superintendent and communicating those to the community; and
3. Basing decisions about the superintendent's contract on the objective evaluation of the superintendent's achievement of performance expectations.

## Training and Development for Board Members

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

Cross References:	Board Policy 1005	Key Functions of the Board
	Board Policy 1731	Board Member Expenses
	Board Policy 1810	Annual Governance Goals and Objectives
	Board Policy 1820	Evaluation of the Board

## Participation in School Boards' 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 model policies and other 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.

Legal Reference:	RCW 28A.345.020	Washington State School Directors' Association - Membership
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