

TABLE OF CONTENTS
The Board of Directors—Series 1000

Organization:

Legal Status and Operation1000
 Key Functions of the Board1005

Election:

Director District Boundaries1105
 Procedures.....1105P
 Election..1110
 Procedures.....1110P
 Oath of Office1111
 Director Orientation1112
 Board Member Residence1113
 Board Member Resignation and Vacancy1114
 Procedures.....1114P

Board Organization:

Annual Organizational Meeting1210
 Board Officers and Duties of Board Members1220
 School Director Legislative Program..... 1225
 WASSDA Legislative Representative..... 1225
 Committees1240
 Students on Governing Boards.....1250
 Procedures.....1250P

Methods of Governance:

Policy Adoption, Manuals and Administrative Procedures1310
 Suspension of a Policy1320
 Administration in the Absence of Policy and Procedure1330

Meetings:

Meeting Conduct, Order of Business and Quorum1400
 Procedures.....1400P
 Executive or Closed Sessions.....1410
 Proposed Agenda and Consent Agenda1420
 Procedures.....1420P
 Audience Participation..... 1430
 Minutes..1440
 Absence of Board Member1450

Principals of Operation:

Conflicts of Interest1610
 The Board-Superintendent Relationship.....1620
 Procedures.....1620P
 Evaluation of the Superintendent1630

TABLE OF CONTENTS continued
Series 1000-The Board of Directors

Board Member Benefits:

Board Member Expenses	1731
Procedures.....	1731P
Board Member Insurance	1732
Board Member Compensation.....	1733

Board Member Development:

Open Government Trainings.....	1805
Annual Goals and Objectives	1810
Evaluation of the Board.....	1820
Procedures.....	1820P
Training and Development for the Board	1822
Participation in School Boards' Association	1830

LEGAL STATUS AND OPERATION

Legal Status:

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

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

Organization:

The corporate name of this school district is Granger School District No. 204, Yakima 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	Basic Education Act
	RCW 28A.300.065	Classification and numbering system of school districts
	RCW 28A.315.035	Organization of school districts
	RCW 28A.343.300	Directors - Terms—Numbers
	RCW 28A.343.320	Directors—Declaration of candidacy
	RCW 28A.343.330	Directors--Ballots—Form
	RCW 28A.320.020	Liability for debts and judgments
	RCW 28A.320.040	Directors—Bylaws for board and school government
	RCW 28A.343.360	Directors--Oath of Office
	RCW 29A.20.030	Local officers, beginning of terms
	RCW 29A.20.040	Local elected officials, commencement of term and office

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 that 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 school sand the community.

Accountability for Student Learning:

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

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 schools, pursue the district's goals, encourage progress and energize systemic change and ensure that students are treated as whole persons in a diversified society.

Cross References:	Board Policy 0100	Commitment to Strategic Planning
	Board Policy 0300	Planning Process
	Board Policy 0700	Strategic Plan Evaluation
	Board Policy 1310	Policy Adoption, Manuals and Administrative
	Board Policy 1810	Annual Governance Goals and Objectives
	Board Policy 1820	Board Self-Assessment

Management Resource: Washington School Board Standards (Adopted June 27, 2009)
Policy News, February 2012 Model Policies aligned with Washington School Board Standards

DIRECTOR DISTRICT BOUNDARIES

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

Division or Redivision of District into Director Districts

The board of directors, with the 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 redivision 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;
- D. Transfer of territory to or from the district or dissolution and annexation of the district; or
Approval by a majority of the district's registered voters of a proposition to divide the district into director districts.

The districting or redistricting plan shall be consistent with the criteria and adopted according to the procedure established under law.

Legal References:	RCW 29.76.100	Counties, municipal corporations, and special purpose districts
	RCW 28A.343.030	Certain school districts-Election to authorize division in school districts not already divided into director districts
	RCW 28A.343.040	Division or redivision of district into director districts
	RCW 28A343.050	Dissolution of directors' districts
	RCW 28A.315.195	Transfer of territory by petition—Requirements—Rules—Costs

Management Resources: Policy News, June 2011 Legal References Updates
Policy News, August 2008 Restructuring First Class Director Districts

DIRECTOR DISTRICTS

Redistricting

No later than eight months after its receipt of federal decennial census data, the board of directors of the district shall prepare a plan for redistricting its internal or director districts. The plan shall be consistent with the following criteria:

- A. The districts will be as nearly as possible equal in population;
- B. The districts 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. The districts will, to the extent feasible and if not inconsistent with the basic enabling legislation for the district, coincide with natural boundaries and shall, 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 shall hold at least one public hearing on the redistricting plan at least one week before adoption of 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.

If the superior court finds the plan to be consistent with the requirements of this section, the plan shall take effect immediately. If the superior court determines the plan does not meet the requirements of this section, in whole or in part, it shall remand the plan for further or corrective action within a specified and reasonable time period. If the superior court finds that any request for review is frivolous or has been filed solely for purposes of harassment or delay, it may impose appropriate sanctions on the party requesting review, including payment of attorneys' fees and costs to the respondent district.

Certain school districts—Election to authorize division in school districts not already divided into directors' districts

The board of directors of every first-class school district other than a school district of the first class having within its boundaries a city with a population of four hundred thousand people or more which is not divided into directors' districts may submit to the voters at any regular school district election a proposition to authorize the board of directors to divide the district into directors' districts or for second-class school districts into director districts or a combination of no fewer than three director districts and no more than two at large positions. If a majority of the votes cast on the proposition is affirmative, the board of directors shall proceed to divide the district into directors' districts following the procedure established in RCW 29A.76.010. Such director districts, if approved, shall not become effective until the next regular school election when a new five member board of directors shall be elected, one from each of the director districts from among the residents of the respective director district, or from among the residents of the entire school district in the case of directors at large, by the electors of the entire district, two for a term of two years and three for a term of four years, unless such district elects its directors for six years, in which case, one for a term of two years, two for a term of four years, and two for a term of six years.

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 directors' districts, which resolution or petition shall request dissolution of the existing directors' districts and reapportionment of the district into no fewer than three directors' 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 will 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 will 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 will 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 1115 Board Policy 1610	Vacancies Conflicts of Interest
Legal References:	RCW 28A.323.040 RCW 28A.343.300 RCW 28A.343.320 RCW 28A.343.330 RCW 28A.343.340 RCW 29A.04.151 RCW 29A.24.141 RCW 29A.24.151 RCW 29A.24.181 RCW 29A.24.191 RCW 29A.52.210 RCW 42.12.010	Joint school districts Directors--Terms--Numbers Directors--Declarations of candidacy--Positions as separate offices Directors--Ballots--Form Directors--When elected--Eligibility Residence Void in candidacy -- exception Notice of void in candidacy Reopening of filing Scheduled election lapses, when Local primaries Causes of vacancy
Manage Resources:	Policy News, August 2011 Legislature clarifies law on vacancies and voids in candidacy Policy News, October 2006 Changes in Election Law	

ELECTION

Candidate Orientation:

Candidates for appointment or election to the board are urged to attend public meetings of the board. All public information about the school system will 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 and providing 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, Open Public Meetings Act and conflict of interest laws.

OATH OF OFFICE

According to statutory provision, each new 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 properly completed, the oath of office will be filed with the county auditor.

Legal Reference: RCW 28A.343.360 Oath of office

DIRECTOR ORIENTATION

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

- WSSDA publications (e.g., Open Public Meetings, Conflict of Interest, Governing Through Policy, Parliamentary Procedure)
- Goals for the school district and strategic plan, if developed
- Board policies and administrative procedures
- Student rights, responsibilities and conduct
- District staff handbook
- Student and staff handbooks from individual schools
- Collective bargaining agreements
- District and School budget(s)
- Financial status reports (most recent copies)
- Board minutes (past year)
- Achievement test results and relevant data for evaluating student learning and
- 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 with the change of residence.

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

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

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

APPLICATION FOR POSITION ON BOARD OF DIRECTORS

**Granger School District No. 204
701 "E" Avenue
Granger, WA 98932
(509) 854-1515**

Name _____

Address _____ Director District _____

Biographical Sketch:

Training _____

Community and/or School Activities _____

Special Interest _____

Why do you wish to be appointed to the board of directors? _____

If appointed to a position on the board of directors, I agree to serve within the framework of the policies of the school district and to abide by the director's Code of Governance.

Signature of Candidate _____ Date _____

BOARD MEMBER RESIGNATION

Resignation:

Upon receipt of a director's written resignation, the board will discuss the resignation at its next regularly scheduled meeting. The board will then acknowledge and announce the resignation.

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 will fill such vacancy. Appointees will be United States citizens and qualified voters resident in the school district and appropriate director district, if any.

Cross References:	Board Policy 1450	Absence of board member
Legal Reference:	RCW 28A.310.030 RCW 28A.343.370 RCW 28A.330.020 RCW 29A.04.151 RCW 42.30.110	ESD board—Membership—Board member district boundaries Directors – Vacancies Certain board elections Residence Executive sessions—Board member interviews in open public session
Management Resources:	Policy News, October 2011 Policy Manual revisions 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 a biographical sketch as well as 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 fo 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 judgment of at least three members of the board is most likely to contribute to the growth and development of the district's educational programs and operations; 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, ELECTION OF OFFICERS

At the first regular meeting at which newly elected board members are seated in election years and at the first regular meeting in December in non-election years, the board 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 chair pro tempore who will perform the functions of the chair during the latter's absence.

The superintendent will act as board secretary. 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 at the same meeting, 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/president;
- B. Call for nominations for chair/president to serve during the ensuing year;
- C. Election of a chair/president (roll call vote);
- D. Assumption of office by the new chair/president;
- E. Call for nominations for vice-chair/president to serve during the ensuing year;
- F. Election of a vice-chair/president (roll call vote);
- G. (If applicable) Call for nominations for WSSDA legislative representative to serve for the next two years;
- H. Election of a WSSDA legislative representative.

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

Cross References: 1225 – School Director Legislative Program

Legal References:	RCW 28A.330.010	Board president, vice-president or president pro tempore
	RCW 28A.330.020	Certain board elections, manner and vote required
	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

Management Resources: 2017 – April Issue

Adopted: 11.21.2002

Revised: 04.25.2011; 07.24.2017

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

Chair/President:

The chair/president will preside at all meetings of the board and sign all papers and documents as required by law or as authorized by action of the board. The chair/president will conduct 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, including the right to vote on all matters put to a vote.

It will be 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; 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 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/president 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 will avoid speculating upon actions or decisions which the board may take but has not yet taken. The chair will confer with the superintendent regarding board meeting, study session and board retreat planning.

Vice Chair:

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:

The legislative representative will serve as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will be elected from among the board members at the first regular meeting of the year in even numbered years and will serve for a period of two years. The legislative representative will represent the board at WSSDA's Legislative Assembly, conveying local views and concerns to that body and, when appropriate, obtaining 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 provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with 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 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 chair/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.

Cross References: 1225 – School Director legislative Program
1450 – Absence of Board Member

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.330.200 Organization of the board – Assumption of superintendent's duties by board member, when
RCW 28A.343.390 Quorum – Failure to attend meetings

Management Resources: 2017 – April Issue
Policy News, December 2007 Role of the School Board President

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 study any 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 chair 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.343.390	Directors--Quorum--Failure to attend meetings
	RCW 28A.320	Provisions applicable to all districts
	RCW 28A.330.100	Additional powers of the board
	RCW 28A.330.030	Duties of president
	RCW 28A.330.080	Payment of Claims--Signing of warrants
	RCW 28A.330.200	Organization of the board
	RCW 28A.330.040	Duties of vice president

Management Resources: Policy News, December 2007 Role of the School Board President

SCHOOL DIRECTOR LEGISLATIVE PROGRAM

The board will 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 will:

- A. Develop an annual legislative program through conferences with the Washington State School Directors' Association and the National School Boards Association.
- B. Support and work for legislation that promotes the quality of education within the Granger School District No. 204, the region and the State of Washington.
- C. Commit to sending a team to the WSSDA/WASA Legislative Conference held each February.
- D. 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.
- E. Seek adequate funding for schools and full funding for state and federally mandated programs.
- F. Set aside board meeting time to discuss legislative issues, using resources such as WSSDA's Daily Legislative Updates and WSSDA's *Impact* newsletter.
- G. Respond appropriately to requests for legislative proposals, comments on legislative proposals, and development of priority positions.
- H. Ensure that local media representatives and legislators are invited to board meetings and school activities.
- I. Work for the achievement of common legislative objectives with WSSDA and with other concerned groups.
- J. Inform the public of its legislative priorities and outcomes of its legislative efforts.
- K. Designate one of its members to serve as legislative representative with the Washington State School Directors' Association.

Board members, individually or as members of professional organizations, will not represent positions conflicting with the district's position(s) 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 WSSDA legislative representative serves as the contact person and acts as the coordinator of the board's legislative activities. The legislative representative also serves as the board's liaison at the WSSDA Legislative Assembly. The legislative representative will be elected from among its members at the first regular meeting in even-numbered years and will serve for a period of two years. The legislative representative will:

- A. Support the board's engagement and participation in WSSDA's annual legislative program. This includes:
 - 1. Reviewing WSSDA legislative proposals with the board prior to WSSDA's annual Legislative Assembly. (It may be appropriate to schedule a special meeting for that purpose in order to allow sufficient time for discussion of the issues);
 - 2. When appropriate, obtaining the board's support for a legislative proposal to be submitted to the WSSDA Legislative Assembly and supporting that proposal at the Assembly; and
 - 3. Representing the board at state legislative meetings (e.g., the Legislative Assembly, the Olympia Legislative Conference and any area or regional workshops).
- B. Stay apprised of and initiate communications regarding state and federal educational policy and legislative issues/developments by:
 - 1. Providing legislative updates periodically at board meetings and during the Legislative Session sharing information from WSSDA's legislative updates; and
 - 2. Contacting legislators at appropriate times when legislative issues require it.
- C. Establish and/or maintain contacts with local legislators, community education stakeholder groups. And the local press in order to explain or clarify WSSDA positions on legislative issues.

Cross References: 1210 – Annual Organizational Meeting
 1220 – Board Officer and Duties of Board Members

Legal References: Legal References: Chapter 28A.345 RCW Washington State School Directors' Association

Management Resources: 2017 – April Issue
 2009 – August Issue

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 the board's liaison with the Washington State School Directors' Association Legislative 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 Legislative Assemblies conveying local views and concerns to that body and participating in the formulation of state legislative programs;
- B. Monitor proposed education legislation;
- C. Inform the board of pending legislative issues and existing or proposed WSSDA legislative positions; and
- D. Participate in WSSDA's activities related to legislative representatives.

Cross References: Board Policy 1220 Board Officers and Duties of Board Members

Management Resources: Policy News, August 2009 Role of the 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/president will approve 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

STUDENT REPRESENTATIVE TO THE BOARD OF DIRECTORS

The Board of Directors, realizing the goal of the public school is to educate students, seeks the input and experience of students in the Granger School District. Therefore, the Board of Directors has created non-voting, advisory Board positions for two Student Representatives enrolled in Granger High School. The role of the student advisors will be to:

1. Provide student insight and perspective to the Board of Directors and district administration,
2. Serve as liaison to the students of Granger High School through the established student government and communications network, and
3. Report to students about the work of the school district and the Board of Directors.

The Student Representatives will be bound by all applicable rules and regulations pertaining to the elected Board members. The Student Representatives will participate in Board discussions, but will not have the right to make motions, vote, hold Board offices or attend Executive Sessions.

STUDENT REPRESENTATIVES TO THE BOARD OF DIRECTORS

Purpose:

1. The purpose of the student representatives to the Granger School District Board of Directors is to serve as liaison between the governing body of the school district and high school students.
2. Two (2) high school student representatives will serve as liaisons to the Board of Directors. The student representatives will provide insight and support to the Board's understanding of student issues and perspectives.
3. The Student representatives will represent Granger High School in accordance with the following qualifications, selection procedures, and responsibilities.

Term of Office:

1. The representatives will be selected in the spring of the year for the following year.
2. The term of office will be for two school years, beginning in September and concluding in June.
3. In the event of a vacancy during the school year, a student will be selected from qualified applicants to serve the remaining term of the school year.

Qualifications for Application:

1. The student must be in grade 11 or 12 during their term as student representative, and attend Granger High School at least three (3) periods per day.
2. The student must be in proper academic standing equivalent to participation in athletics or other student activities and maintain proper academic standing throughout his or her term.
3. The Student will be expected to maintain personal standards of behavior appropriate to participation in student activities.
4. The student must be willing to convey student opinion to the Board of Directors and report Board deliberations and actions to the student body.
5. If the selected student representative is not a member of the Student Council, the student representative will become a member of the Granger High School Student Council.

Application Process:

1. Students will submit a complete application as Student Representative to the Granger High School principal.
2. Student must obtain approval signatures from parents and the Granger High School principal.
3. Students must submit three references, at least two from teachers or administrators.
4. Selected applicants will be interviewed by one or more members of the Board, the Superintendent, the senior Student Representative, the Granger High School principal, and the Granger High School ASB Advisor. The committee will recommend student representatives to the Board of Directors for approval.

Removal:

1. The student representative serves at the discretion of the Board of Directors.
2. The Board may remove the student representative for failure to fulfill his or her duties, for failure to maintain academic standards, or for behaviors that the Board deems unacceptable as a member of the Board of Directors or embarrassing to the school district.

Responsibilities of the Student Representative:

The student representative will:

1. Adhere to all the rules and regulations pertaining to Board members.
2. Attend all regular school board meetings, which occur while school is in session. Since regular board meetings occur during the evening hours of a school night, the Board of Directors may grant permission for the student representative to leave a meeting before the conclusion if the student report has been given. Regular board meetings are held on the fourth Monday of each month at 6 p.m. in the Granger Middle School library and study sessions are held on the third Wednesday of each month at 6 p.m. in the Granger Middle School library. There will normally be variations in the schedule during the months of November and December.
3. Attend special meetings or study sessions if requested, but not Executive Sessions.
4. Review the Board of Directors board packet and reading materials prior to all regular Board meetings.
5. Participate in discussion at regular open meetings of the Board when applicable. However, the student representative may not make any motions or vote.
6. Provide reports of the Board as requested.
7. Report Board deliberations and actions to the Granger High School Student Council.
8. Provide a year-end report.
9. Help orient new student representatives.

Responsibilities of the Superintendent and the Board of Directors:

The Superintendent and the Board of Directors will:

1. Establish a high school advisor for the student representative.
2. Meet with the student representatives and advisor at the beginning of the school year to review expectations, responsibilities, and participation.
3. Meet with the student representatives quarterly to assess the experience and plan for future activities.
4. Assist the student representatives in preparing for reports to the Board.

Other:

Student representatives will receive .5 Elective Credit for each semester of successful Board service.

APPLICATION FOR STUDENT REPRESENTATIVE TO THE GRANGER SCHOOL BOARD
Submit the completed application to your High School Principal's Office

Name _____ Cumulative GPA _____ Grade _____
Address _____
Phone _____
Email _____

Why do you want to be a student representative to the Granger Board of Directors?

Please describe your educational and career goals.

Please include a current resume.

On a separate sheet of paper, please describe your views regarding K-12 public education in 250 words or less.

List two high school staff members and one high school student as references who could speak on your behalf.

	<u>Name</u>	<u>Position</u>	<u>Email</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Principal Signature _____ Date _____

POLICY ADOPTION, MANUALS AND ADMINISTRATIVE PROCEDURES

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 pre-kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy 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.

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

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 which creates a potential for controversy or a potential for the incurring of district financial obligation or where the situation is likely to recur frequently, then such action 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 president/chairman as to the advisability of calling a special board meeting to review the staff member's action.

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

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

Regular Meetings:

Regular meetings are held at 6:00 p.m. on the 4th Monday of each month in the Granger High School Multipurpose Room or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of business to be transacted 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 or employs fewer than ten full-time equivalent employees.

If regular meetings are to be held at places other than the Granger High School Multipurpose Room or are adjourned to times other than a regular meeting time, notice of the meeting will be made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting will be held on the next business day.

Special Meetings:

Special meetings may be called by the chair 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 electronic mail. The notice must be posted on the district's website unless the district 1) does not have a website, 2) employs fewer than ten 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. All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a 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 electronic mail; or
2. Is actually present at the time the meeting convenes.

Final disposition will not be taken on any matter other than those items stated in the meeting notice.

Emergency Meetings:

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

Public Notice:

Public notice will be properly given for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the Granger High School Multipurpose Room. All meetings will be open to the public with the exception of executive sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

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

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

Meeting Conduct and Order Of Business:

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

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—including videoconference or teleconference—that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate; and 4) the communication platform is generally known and accessible to the public.

The board will establish its regular order of business, but may elect to change the order by a majority vote of the members. All votes on motions and resolutions 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. An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

Public Comment:

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 may present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies 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. Individuals wishing to be heard by the board will first be recognized by the chair.

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.

Cross Reference:	Policy 1220 Policy 1410 Policy 1420	Board Officers and Duties of Board Members Executive or Closed Sessions Proposed Agenda and Consent Agenda
Legal References:	RCW 28A.330.020 RCW 28A.320.040 RCW 28A.330.070 RCW 28A.343.370 RCW 28A.343.380 RCW 28A.343.390 RCW 42.30.030 RCW 42.30.050 RCW 42.30.060 RCW 42.30.070 RCW 42.30.080 Ch.42 U.S.C. §§ 12101-12213,	Certain board elections, manner and vote required Directors — Bylaws for board and school Office of board — Records available for public inspection Directors — Filling Vacancies Directors — Meetings Directors — Quorum — Failure to attend meetings Meetings declared open and public Interruptions – Procedure Open Public Meetings — Voting by secret ballot prohibited Time and places for meetings Special Meetings Americans with Disabilities Act
Management Resources:	June 2014 Policy & Legal News Issues April 2013 Issue June 2012 Issue	

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM, AND PUBLIC COMMENT

All meetings, including study sessions and retreats, must be advertised 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 and recorded in the minutes (e.g., real estate matters, litigation). All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

Meeting Notices

A regular meeting does not require a public notice if held at the time and place provided by board policy. If the board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place and purpose of the meeting. Each director should receive a printed or electronic copy of the agenda at least three days in advance of the meeting.

For special meetings, a district is required to notify newspapers and radio and television stations which have filed a request for such notification. Written notice must also be provided to each school director 24 hours prior to the meeting. Notice to a director is deemed waived if the 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 director's actual attendance at the meeting.

The notice of the meeting must also be posted on the district's website, the door to the main district office and the door at the location of the meeting if it is different than the district's offices. The district does not have to post on its website if it: 1) doesn't have one; 2) employs fewer than ten 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. All public notices of board meetings should inform persons with disabilities that they may contact the superintendent's office so that arrangements can be made for them to participate in board meetings.

Each director should receive a printed agenda or an electronic copy of the agenda twenty-four hours in advance of the meeting. While other items of business may be discussed at a special meeting, no final action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session in accordance with policy #1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

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

Meeting Recess and Continuation:

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

Adoption Date: 11.21.2002

Revised: 12.2011; 06.2012; 08.27.2012; 04.2013; 06.2014; 11.24.2014

EXECUTIVE OR CLOSED 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, if in compliance with any required data breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments, and security test results to the extent that they identify specific system vulnerabilities, and other information that, if made public, may increase risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
- B. 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;
- C. 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, discussion of the factors comprising the minimum value of the property, and the final action of selling or leasing public property will be taken in a meeting open to the public;
- D. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- E. 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;
- F. 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;
- G. 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
- H. 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 19.255.010 Disclosure, notice – Definitions – Rights, remedies
 RCW 42.30.110 Executive sessions
 RCW 42.30.140 Chapter controlling—Application
 RCW 42.56.590 Personal information – Notice of security breaches.

Management Resources: 2017 – July Issue
 Policy News, June 2001 Legislature Addresses Executive Session

Adopted: 11.21.2002

Revised: 03.28.2011 ; 09.25.2017

PROPOSED AGENDA AND CONSENT AGENDA

The board secretary will be responsible for preparing the proposed agenda for each meeting, in accordance with the chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the district website not less than twenty-four (24) hours prior to the start time of the meeting, unless the district does not have a website or has fewer than ten full-time equivalent employees.

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

Agenda:

- Board Study Session - 5:30 p.m.
- Call to Order
- Flag Salute
- Public Forum
- Approval of Minutes
- Consent Agenda
- Communications to the Board
- Unfinished Business
- New Business
- Other Business
- Superintendent's Report
- Executive Session
- Adjournment

Consent Agenda:

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

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

- Authorization of superintendent to sign claim forms in behalf of district
- Approval of personnel actions (resignations, retirements, employments, discharges) during the month
- Approval of staff travel during the month

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

Cross Reference: Policy 6215 Voucher Certification and Approval
 Policy 6020 System of Funds and Accounts
 Policy 1400 Meeting Conduct, Order of Business and Quorum

Legal References: RCW 42.30.080 Special Meetings
 SHB 2105

Management Resources: June 2014 Policy & Legal News Issue
 June 2012 Policy & Legal News Issue

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 may make formal presentations. Such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items the board determines require or will benefit from public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of pre-kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district. Individuals wishing to be heard by the board will first be recognized by the chairman. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The chairman may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The board as a whole will have the final decision in determining the appropriateness of all such rulings.

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

Legal References: RCW 42.30.030 Meetings declared open and public
 RCW 42.30.050 Interruptions--Procedures

 42 U.S.C. §§ 12101-12213 Americans with Disabilities Act

MINUTES

The secretary of the board will record the minutes of all board meetings. Minutes become official after approval by the board and will be retained as a permanent record of the district. Minutes will 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.
- G. Signature of presiding officer and date minutes approved.

When issues are discussed that may require a detailed record, the board may direct the secretary to record the discussion. Audio or video recordings will be maintained on file as follows:

- If the recording is transcribed *verbatim* (word for word), the recording may be destroyed after one (1) year.
- If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

Unofficial minutes will be delivered 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.

Cross Reference: Board Policy 6570 Data and Records Management

Legal References: RCW 28A.400.030 Superintendent's duties
 RCW 40.14.070 Destruction of records
 RCW 42.32.030 Public meetings—Minutes

Management Resources: 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 will serve until the board member returns or the end of the board member's term.

Cross References:	Board Policy 1115	Board Vacancies
Legal Reference:	RCW 28A.343.390 RCW 73.16.041	Directors-Quorum--Failure to attend meetings Leaves of absence of elective and judicial officers
Management Resources:	Policy News, October 2001 Law Grants Board Members Military Leave	

CONFLICTS OF INTEREST

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

1. A director, or his or her spouse or dependents, or the spouse or dependents of the superintendent may be paid no more than \$200 in any calendar month for unskilled day labor;
2. A director may be employed as a bus driver at the same compensation and on the same terms as other district bus drivers;
3. A director may enter into nonsalaried financial transactions not to exceed \$1,500 in any calendar month. The district will maintain a list of all contracts covered under this paragraph and the list will be available for public inspection and copying;
4. A school director may be designated as district clerk and/or purchasing agent;
5. The spouse of a director or the superintendent may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district, if the following conditions are met: the superintendent finds that the number of qualified substitute teachers in the school district is insufficient to meet anticipated needs for short-term and one-day substitute teachers; and the superintendent ensures that assignment of substitute teachers to available positions is done in a fair and impartial manner;
6. If a person is employed by the district under contract as a classified or certificated employee before his or her spouse becomes a director or superintendent, the contract can be renewed for further employment, provided that the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district for that position;
7. In school districts with fewer than 200 FTE students, the board may employ the spouse of a director or the superintendent as a certificated or classified staff member; or
8. A director may be employed as a substitute teacher or a substitute educational aide in school districts with 200 or less FTE students, provided that the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district for that position. The board must find that the number of qualified substitute teachers and educational aides in the district is insufficient to meet anticipated needs.

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

Prior to approval of the employment of the spouse of a school director or the superintendent, the board of directors will be advised of the number 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 certificated position or any certificated employee on the basis of a family relationship with a school director or the superintendent. All employment decisions will be made on the basis of choosing the applicant which furthers the best interests of the school district.

Whenever a director, or his or her spouse or 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, spouse or dependent. Actions affecting employment status include, but are not limited to, hiring, establishing compensation and fringe benefits, setting working conditions, conducting performance evaluations, considering or imposing discipline and termination. The superintendent will maintain a log of any contract subject to this policy and annually, or when a new director assumes office, will inform the board of the existence of all such contracts.

Legal References:	RCW 28A.330.240	Employment contracts
	RCW 28A.405.250	Certificated employees
	RCW 28A.635.050	Certain corrupt practices of school officials
	RCW 42.23.030	Interest in contracts prohibited--Exceptions
	RCW 42.23.040	Remote interests

Management Resources: Policy News, April 2006 Conflict of Interest

THE BOARD-SUPERINTENDENT RELATIONSHIP

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

The superintendent, as an executive officer of the board (Secretary), will be responsible for the administration of the schools under applicable laws and policies of the district. The board will delineate the duties of the superintendent and will use them as the basis for evaluating the superintendent's performance. Unless specifically limited, the superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed by district policy or a vote of the board. The delegation of power or duty 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.330.100	Additional powers of the board (First Class Districts Only)
	RCW 28A.400.010	Employment of superintendent—Superintendent's qualifications
	RCW 28A.400.030	Superintendent's duties

Management Resources: Policy & Legal News, February 2013 Policy Revisions

BOARD-STAFF COMMUNICATIONS

The following communications procedures are established:

Staff Communications to the Board:

All communications or reports to the board or individual board members from principals, supervisors, teachers, or other staff members will 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 and general district problems 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 on no less than three occasions in each year, for the purpose of aiding the superintendent in his/her performance. The board, on the basis of the evaluation, may terminate, renew or extend the superintendent's contract for periods not to exceed three years.

Legal References: RCW 28A.400.010 Employment of Superintendent

BOARD MEMBER EXPENSES

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

Cross References:	Board Policy 6212 Board Policy 6213	Charge Card Reimbursement for Travel
Legal References:	RCW 28A.320.050 RCW 43.03.170	Reimbursement of expenses Advance payment of travel expenses
Management Resources:	February 2013, Policy & Legal News, Policy Revisions	

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 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 will 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
	RCW 4.96.010	Tortious conduct of political subdivision-liability or damage
	RCW 28A.400.350	Liability, life, health, health care, accident, disability and premiums
	RCW 28A.400.360	Liability insurance for officials and employees authorized
	RCW 28A.320.060	Officers, employees or agents of school districts or educational

BOARD MEMBER COMPENSATION

Board members of the Granger School District have determined not to accept any compensation for their services as board members.

Legal Reference: RCW 28A.343.400 Directors--Compensation--Waiver

CLAIM FOR COMPENSATION

This form is to be used by school board members to claim compensation for attending special board meetings and for performing other board-approved services on behalf of the school district.

Name of Director

Amount of compensation
(not to exceed \$50/day)

Date and purpose of meeting or activity: _____

I hereby certify under penalty of perjury that this is a true and correct claim and that no payment has been received by me on account thereof.

Subscribed this _____ day of _____, 200_____.

Signature of Director

WAIVER OF COMPENSATION

I, _____, waive compensation of \$ _____
Name of Director

(may be all or part of \$50) for attendance at board meetings or participation in other board-
approved activities for the following period _____
Specify month or period of months

Signature of Director

Date

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 the 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 40	Public Documents, Records, and Publications
	RCW 40.14	Preservation and Destruction of Public Records
	RCW 42.30	Open Public Meetings Act
	RCW.56	Public Records Act
	RCW 42.56.580	Public Records Officers

Management Resources: June 2014 Policy and Legal News Issue
Attorney General’s Model Rules for compliance with the Public Records Act
Attorney General’s Open Government Trainings Act FAQs

ANNUAL GOVERNANCE GOALS AND OBJECTIVES

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

- 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 the goals and objectives by conducting a board self-assessment and engaging in board development activities where needed.

Cross Reference: Board Policy 1005 Key Functions of the Board
 Board Policy 1820 Board Self-Assessment
 Board Policy 1822 Training and Development for Board Members

Management Resource: February 2012, Policy News, 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 Reference:	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 Resource: February 2012, Policy News, Model Policies aligned with Washington School Board Standards

BOARD SELF-ASSESSMENT

Each individual board member will annually review 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 for 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 boardsmanship, the board encourages the participation of its members at appropriate board conferences, workshops and conventions. Funds for participation at such meetings will be budgeted for on an annual basis.

Cross References:	Board Policy 1005	Key Functions of the Board
	Board Policy 1810	Annual 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 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 Membership