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The Board of Directors - Series 1000

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LEGAL STATUS AND OPERATION

Legal Status

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

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

Organization

The corporate name of this school district is Issaquah School District No. 411, King County, State of Washington. The district is classified as a first-class district and is operated in accordance with the laws and regulations pertaining to first-class districts.

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

Number Of Members And Terms Of Office

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

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

Cross References: Board Policy 1111

Oath of office

Legal References: RCW 28A.150.230
RCW 28A.315.035
RCW 28A.343.300
RCW 28A.343.320
RCW 28A.343.330
RCW 28A.320.010
RCW 28A.320.020

Basic Education Act of 1977
Organization of school districts
Director — Elections — Terms — Numbers
Directors — Declaration of candidacy
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RCW 28A.320.040
RCW 28A.343.360
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Directors — Bylaws
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Organization of district boards of
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Local elected officials, commencement of
term and office

Governance Process:

2 Governing Style

KEY FUNCTIONS OF THE BOARD

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

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

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

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

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

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

Governance Processes:	1 Global Governance Commitment
	2 Governing Style
	3 Board Job Description

Board/Superintendent Linkages:	1 Global Governance-Superintendent Connection
	4 Delegation to the Superintendent

Adoption Date: 12.11.96
Issaquah School District
Revised: 10.13.10

DIRECTOR DISTRICTS

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

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

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

Legal References: RCW	29A.76.010	Redistricting by counties, municipal corporations, and special purpose districts
	28A.343.030	Directors' districts in certain school districts — Election to authorize division in school districts not already divided into director districts
	28A.343.040	Division or redivision of district into director districts
	28A.343.050	Dissolution of directors' districts
	28A.315.195	Transfer of territory by petition — Requirements — Rules — Costs
Management Resources:	<i>Policy News</i> , August 2008	Restructuring First Class Director Districts

Governance Process: 3 Board Job Description

Director Districts

When reconfiguring director districts, the newly established director districts shall meet the following criteria:

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

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

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

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

Director District Descriptions

As provided by the Washington Education Code (RCW), the Board of directors is composed of five members and exercises all powers, duties, responsibilities and obligations given to it by law.

The Issaquah School District is located within Townships 23 and 24; Ranges 5, 6, and 7. Sections within these Townships and Ranges are indicated in locating boundaries below.

Directors are elected from five Director Districts as follows:

Director District #1

Starting at the intersection of the school district in Coal Creek, proceed southeasterly along Coal Creek to the tributary connected to May Creek. South to the midpoint between sections 35 and 36. East to the midpoint between sections 36 and 31. South to the intersection of sections 31, 36 and 1, 6. East to the junction of sections 31, 32, and 6, 5. East across Highway 900 to the next ridge of mountains. Follow the ridge northeasterly to the intersection of sections 28, 29 and 32, 33. West to Highway 900,

then north on Highway 900 to West Lake Sammamish Parkway SE. Due north to Lake Sammamish. West along the contour of Lake Sammamish to the western boundary of the district, at which point, turn west and south, following the district boundary to the point of origin.

Director District #2

Starting at the intersection of the school district in Coal Creek, proceed southeasterly along Coal Creek to the tributary connected to May Creek. Follow the boundary of Director District 1 to the junction of sections 31, 32 and 5, 6. Southeasterly, crossing Highway 900 near its junction with SE 98th Place. South to the junction of sections 5, 6 and 7, 8, then due east to the junction sections 3, 4 and 9, 10. Due south to the junction of sections 9, 10 and 16, 15. Southwesterly through the Cedar Hills Landfill to the district boundary at the intersection of sections 29, 28 and 32, 33. From that point the director boundary proceeds west and north on a line identical to the school district boundary until it meets the point of origin.

Director District #3

Starting at the intersection of the school district and Issaquah-Fall City Road, proceed southwesterly along the Issaquah-Fall City Road to the creek bed south of the intersection with Klahanie Boulevard. North along the creek bed to Yellow Lake. West between SE 41st Lane and 242nd Avenue SE. North on a line between 241st Avenue SE and 241st Place SE to SE 32nd Street. West on SE 32nd Street and 32nd Way to the midpoint of section 10. North to SE 24th Street at 236th Avenue SE. West on SE 24th Street until it turns into SE 24th Way. Southwesterly on SE 24th Way to East Lake Sammamish Parkway. West to the school district boundary at Lake Sammamish. The Director District then follows the contour of the district boundary north, east and south until it reaches the point of origin.

Director District #4

Starting at the school district boundary on the Issaquah-Fall City Road, Director District 4 proceeds east, south and west along the school district boundary until it meets Director District 2 at the intersection of sections 29, 28, and 32, 33. At that point, it turns north along the eastern boundary of Director District 2. From the point where Director Districts 2 and 1 meet at the junction of sections 31, 32, 5, and 6, Director District #4 follows the southern and eastern boundary of Director District 1 to the intersection of Highway 900 and Newport Way. From that point Director District 4 follows east, southeasterly and northeasterly along the boundary of Director District 5. When it comes to the creek bed south of Klahanie Boulevard on the Issaquah-Fall City Road, it follows the southern boundary of Director District 3 to the point of origin.

Director District #5

Starting on the Issaquah-Fall City Road at the creek bed south of the intersection with Klahanie Boulevard, proceed southwesterly on the Issaquah-Fall City Road to the intersection with Issaquah-Pine Lake Road. Continue southwest on the Issaquah-Fall City Road to the intersection with East Lake Sammamish Parkway. South on the East Lake Sammamish Parkway to Interstate 90. East on Interstate 90 to the Issaquah city limits. West on East Sunset Way to Newport Way. Northwesterly on Newport Way to Highway 900. At this point the boundary of Director District 5, becomes identical with Director District 1 north to Lake Sammamish. From that point, Director District 5 follows the contour of Lake Sammamish north until it meets Director District 3. From that point east and southeast, the Director District 5 boundary is identical with the Director District 3 boundary until it meets the point of origin.

Dissolution of Director Districts:

If the district desires to dissolve director districts and create a combination of director districts and at large districts, the Issaquah Board of Directors will submit a resolution adopted by the board or a petition signed by 20% of the registered voters to the educational service district. The resolution or petition will request dissolution of the existing director districts. If the ballot measure is approved the board will reconfigure the existing districts to consist of three director districts and two at large districts. As the current board members terms expire their successors will be elected according to the approved redistricting.

Transfer of District Property

The board will submit a written notice of intent to transfer property to the affected school director district (s). The written notice of intent to transfer will include a request that the affected district(s) respond in writing acknowledging receipt of the notice, and explaining their position regarding the proposed transfer.

The board will submit written notice of the intent to transfer property to all registered voters residing in the area proposed to be transferred. The notice must include date, time and place of a public hearing at which the voters can comment on the proposed transfer of property.

The board will compile and review responses from the effected school district(s) and all comments received from members of the public regarding the transfer prior to signing the formal board petition requesting the transfer.

The board of directors will mediate with the effected district(s) in good faith and comply with the transfer procedures outline in 28A.315.195 through 28A.315.215.

Revised: 08.08; 10.13/10

ELECTION

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

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

A person may become a candidate for a place on the board by filing a declaration of candidacy with the county auditor during the June filing period as prescribed by law. In the event that there are more than two candidates for any position on the board, a primary election shall be held on the third Tuesday of August in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

In the event a school director position becomes vacant or a void in candidacy for a school director position occurs before the regular filing period begins, the candidates will go through the June filing period as proscribed in law. If the vacancy occurs after the filing period starts but before the eleventh Tuesday prior to the primary election, the county auditor shall establish a special three day filing period.

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

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

Cross Reference: Board Policy 1115
1610

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.24.181

RCW 29A.24.191

RCW 29A.52.210

RCW 42.12.010

Management Resources: *Policy News*, October 2006

Vacancies

Conflicts of Interest

Joint school districts — Designation of county to which joint school district belongs

Directors — Terms — Numbers

Directors — Declarations of candidacy — Positions as separate offices

Directors — Ballots — Form

Directors — When elected — Eligibility

Residence

Reopening of filing — After eleventh Tuesday before primary

Scheduled election lapses, when

Local primaries

Causes of vacancy

Changes in Election Law

Adoption Date: 12.11.96

Issaquah District

Revised: 10.13.10

Election

Candidate Orientation

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

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

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

OATH OF OFFICE

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

Legal Reference: RCW 28A.343.360 Oath of office

Governance Process: 2 Governing Style

State of Washington
Superintendent of Public Instruction
Olympia

Oath of Office

STATE OF WASHINGTON, County of _____, ss.

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the State of Washington, and will faithfully perform the duties of director of _____ School District No. _____ in the county of _____, State of Washington, according to the best of my ability.

Signed: _____

Address: _____

Subscribed and sworn (or affirmed) before me this _____ day of _____, 20_____.

Signed: _____

(Official administering oath)

(Title of official)

Signatures must be acknowledged by a school district or educational service district superintendent, a notary public or other official authorized to administer oaths.

Submit one copy to the County Auditor.

Date: 10.13.10

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.

Governance Process: 2 Governing Style

BOARD MEMBER RESIDENCY

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

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

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

Cross References:	Board Policy 1105 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 modification by 1999 amendment codified as RCW 28A.343.350)

BOARD MEMBER RESIGNATION

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

The resignation shall be effective immediately unless otherwise stated. If a future date is stated, the resignation may be withdrawn anytime prior to the effective date.

Legal References: RCW 29A.04.151 Residence

Management Resources: *Policy News*, June 2009 Board Member Resignations

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Legal References: RCW 29A.04.151 Residence

Management Resources: *Policy News*, June 2009 Board Member Resignations

VACANCIES

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

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

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

Vacancies

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

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

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a president to serve one-year terms.

Officers shall not be elected following the appointment of a director to fill a vacancy on the board unless a majority of the board is appointed. If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of the president, the board shall elect a president pro tempore who shall perform the functions of the president during the latter's absence. The superintendent shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent shall appoint a recording secretary of the board.

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

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

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

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

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

Governance Processes:	3	Board Job Description
	4	Agenda Planning
	5	Chief Governance Officer's Role
	11	Legislative Representative Job Description

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

President

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

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

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

The 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 president or his/her designee will serve as the spokesperson of the board. The president is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The president shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

The president shall confer with the superintendent regarding board meeting, study session and board retreat planning.

Legislative Representative

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

Duties of Individual Board Members

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

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

Each member is obligated to attend board meetings regularly. Whenever possible, each director shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board 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 — Assumption of superintendent's duties by board member, when
	RCW 28A.330.040	Duties of vice-president

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

Governance Processes:	2	Governing Style
	5	Chief Governance Officer's Role
	6	Board Members' Code of Conduct
	10	Process for Addressing Board Member Violations
	11	Legislative Representative Job Description

Board/Superintendent Linkages:	1	Global Governance-Superintendent Connection
	2	Unity of Control
	3	Accountability of the Superintendent
	4	Delegation to the Superintendent

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 Issaquah school district, 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 on legislative matters unless it is made clear that such representation is not the official position of the district.

WSSDA Legislative Representative

The board's Washington State School Directors' Association legislative representative serves as the contact person and acts as the coordinator of the board's state legislative activities. The legislative representative also serves as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative shall assume office upon being elected in May in an odd year for a two-year period. The legislative representative shall:

- 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

Governance Processes:

3 Board Job Description
11 Legislative Representative Job Description

SECRETARY

The superintendent as board secretary shall be responsible for:

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

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

Governance Process: 5 Chief Governance Officer's Role

COMMITTEES

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

Cross Reference: Board Policy 4110 Citizen's Advisory Committees

Legal Reference: RCW 28A.320.040 Directors — Bylaws

Governance Processes:

- 3 Board Job Description
- 7 Board Committee Principles
- 8 Board Committee Structure

DISTRICT POLICIES, WEBSITE, AND ADMINISTRATIVE PROCEDURES

New District policies and proposed changes to existing policies under Policy Governance shall be the responsibility of the Superintendent unless otherwise stated in the RCWs or WACs.

Policies that do not require any action by the board of directors by law will be designated as District Policies. All District Policies will be displayed online on the District Website.

Policies

The superintendent shall develop and maintain current District Policies. Policies shall be available online with other public resources. The District Website is intended both as a tool for district management as well as a source of information to patrons, staff and others about how the district operates.

Administrative Procedures

The superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of District 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

Governance Processes: 2 Governing Style
 3 Board Job Description

Board/Superintendent Linkage: 4 Delegation to the Superintendent

Adoption Date: 12.11.96
Issaquah School District
Revised: 10.13.10

SUSPENSION OF A POLICY

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

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

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

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

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

Regular Meetings

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

Special Meetings

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

Emergency Meetings

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

Public Notice

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

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

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

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

Quorum

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

Meeting Conduct and Order Of Business

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

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

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

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

Cross Reference:	Board Policy 1220	Board Officers and Duties of Board Members
	Board Policy 1410	Executive or Closed Sessions
Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 28A.320.040	Directors — Bylaws
	RCW 28A.330.070	Office of board — Records available for public inspection
	RCW 28A.343.370	Directors — Filling vacancies
	RCW 28A.343.380	Directors — Meetings
	RCW 28A.343.390	Directors — Quorum — Failure to attend meetings may result in vacation of office
	RCW 42.30	Open Public Meetings Act
	RCW 42.30.060	Open Public Meetings — Voting by secret ballot prohibited
	Ch.42 U.S.C. §§ 12101-12213,	Americans with Disabilities Act
Management Resources:	<i>Policy News</i> , June 2005	Special Meeting Notice Requirements

Meeting Conduct, Order of Business and Quorum

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. A district is required to notify newspapers and radio and television stations which have filed a request for such notification. Each director should receive an agenda twenty-four hours in advance of the meeting. All public notices of board meetings should inform persons with disabilities that they may contact the superintendent's office so that arrangements can be made for them to participate in board meetings.

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

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

Meeting Recess And Continuation

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

EXECUTIVE OR CLOSED SESSIONS

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

An executive session may be conducted for one or more of the following purposes:

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

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

- A. Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or
- B. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions

relating to the interpretation or application of a labor agreement, or when the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress while in progress.

Legal References: RCW 42.30.110
 RCW 42.30.140

Executive sessions
Chapter controlling — Application

Management Resources: *Policy News*, June 2001

Legislature Addresses Executive Session

PROPOSED AGENDA AND CONSENT AGENDA

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

Consent Agenda

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

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

Cross Reference:	Board Policy 6215 Board Policy 6020	Voucher Certification and Approval System of Funds and Accounts
Governing Processes:		2 Governing Style 5 Chief Governance Officer's Role
Board/Superintendent Linkage:		3 Accountability of the Superintendent

Adoption Date: 12.11.96
Issaquah School District
Revised:

Proposed Agenda and Consent Agenda

Call to order

Flag salute

Student Input

Public Input

Discussion agenda – action, if any, to modify

Consent agenda – action to modify or adopt

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

- Public hearings as required by law
- Budget adoption
- Monitoring report draft evidence and reports – drafting and final materials
- Policy Governance policy development
- Summary of pre-meeting work sessions – Board
- Updates on building projects - Administration
- Legislative matters – Board Legislative Representative
- Works in progress – Superintendent’s report
- Board announcements and Correspondence
- Calendar and Future Agenda Topics

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 and/or board president to sign claim forms or other routine forms such as WIAA membership renewal
- Acceptance of gifts/donation
- Bid approval
- Acknowledgements of financial reports
- Declaration of obsolete materials, equipment, supplies
- Construction change orders
- Approval of minutes
- Personnel actions – certificated and classified new hires, leaves, resignations/terminations/retirements

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

AUDIENCE PARTICIPATION

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period 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 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 shall first be recognized by the president. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the board shall also be entitled to express an opinion. The president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The board as a whole shall have the final decision in determining the appropriateness of all such rulings.

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

Cross Reference:	Board Policy 1400	Meeting Conduct, Order of Business and Quorum
Legal References:	RCW 42.30.030 RCW 42.30.050	Meetings declared open and public Interruptions — Procedures
	42 U.S.C. §§ 12101-12213	Americans with Disabilities Act

MINUTES

The secretary of the board, shall keep the minutes of all board meetings. Minutes become official after approval by the board and shall be retained as a permanent record of the district. Minutes shall be comprehensive and shall show:

- A. The date, time and place of the meeting.
- B. The presiding officer.
- C. Members in attendance.
- D. Items discussed during the meeting and the results of any voting that may have occurred.
- E. Action to recess for executive session with a general statement of the purpose.
- F. Time of adjournment.
- 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 shall 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 shall be delivered to board members in advance of the next regularly scheduled meeting of the board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

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

Cross Reference:	Board Policy 6570	Property and Data 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 shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board member's absence from a meeting if requested to do so.

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

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

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

CONFLICTS OF INTEREST

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

- Any contract, purchase of materials or activity paid for from school funds if the total volume received by the district officer or his or her business does not exceed \$1,500.00 in any calendar month. The district shall maintain a list of all contracts covered under this paragraph and the list shall be available for public inspection and copying.
- An individual director may be designated as clerk and/or purchasing agent at the prevailing hourly wage.
- The spouse of a director or the superintendent may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. The superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the anticipated needs for short-term and one-day substitute teachers, and the superintendent must ensure that substitute teachers are assigned to available positions in a fair and impartial manner.
- Prior to approval of the employment of a director or spouse of a school director or superintendent, the board of directors shall be advised of the number of other individuals who are qualified for and interested in the position(s) to be filled. The district shall not discriminate in any way against any applicant for a certified position or any certificated employee on the basis of a family relationship with a school director or the superintendent. All employment decisions shall be made on the basis of choosing the applicant which furthers the best interest of the school district.
- If a person is employed by the district under contract as a classified or certificated employee before his or her spouse becomes a director or superintendent, the contract can be renewed for further employment, provided that the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district for that position.
- A director may not vote on the authorization, approval or ratification of a contract in which he or she beneficially interested and to which one of the exemptions described above applies.
- Whenever a director, or his or her spouse or dependent is employed by the district, the director shall refrain from participating in or attempting to influence any board action affecting the employment status of the director, spouse or dependent. Actions affecting employment status include, but are not limited to, hiring, establishing compensation and fringe benefits, setting working conditions, conducting performance evaluations, considering or imposing discipline and termination.

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

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

Governing Process: 6 Board Members' Code of Conduct

Adoption Date: 12.11.96
Issaquah School District
Revised: 10.13.10

THE BOARD-SUPERINTENDENT RELATIONSHIP

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

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

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

Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.330.100	Additional powers of the board (First Class Districts Only)
	RCW 28A.400.010	Employment of superintendent — Superintendent's qualifications, general powers, term, contract renewal
	RCW 28A.400.030	Superintendent's duties
Governance Process:		3 Board Job Description
Board/Superintendent Linkage:		1 Global Governance-Superintendent Connection
		2 Unity of Control
		3 Accountability of the Superintendent
		4 Delegation to the Superintendent

Board-Staff Communications

The following communications procedures are established:

Staff Communications to the Board

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

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent or the superintendent's designee. 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 shall be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

Social Interaction

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

EVALUATION OF THE SUPERINTENDENT

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

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

Legal References: RCW 28A.405.100

Minimum criteria for the evaluation of certificated employees, including administrators
— Procedure — Scope — Penalty

Governance Processes:

- 2 Governing Style
- 5 Chief Governance Officer's Role

Board/Superintendent Linkages:

- 3 Accountability of the Superintendent
- 4 Delegation to the Superintendent
- 5 Monitoring Superintendent Performance
- 5E Annual Summative Evaluation

BOARD MEMBER EXPENSES

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

Cross References:	Board Policy 6213 Board Policy 6212	Reimbursement for Travel Charge Card
Legal References:	RCW 28A.320.050 RCW 43.03.170	Reimbursement of expenses — Advancing anticipated expenses Advance warrants — Issuance — Limitations
Governance Process:	9	Cost of Governance

Board Member Expenses

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

Reimbursable expenses 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 shall not be reimbursed.

BOARD MEMBER INSURANCE

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

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

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

BOARD MEMBER COMPENSATION

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

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

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

Board Member Compensation

A board member is eligible to receive compensation at the rate of fifty dollars (\$50) per day, or for a portion of a day, for the following activities:

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

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

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

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

ANNUAL GOALS AND OBJECTIVES

Each year the board will formulate goals and objectives. The goals and objectives may include but are not limited to the board functions of vision, structure, accountability and advocacy

At the conclusion of the year the board shall reflect on the degree to which the goals and objectives have been accomplished by conducting a board self-evaluation and engaging in board development activities where needed.

Cross References:	Board Policy 1005	Key Functions of the Board
	Board Policy 1820	Evaluation of the Board
	Board Policy 1822	Training and Development

Governance Processes:	3	Board Job Description
	4	Agenda Planning

EVALUATION OF THE BOARD

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

Cross References: Board Policy 1005
 Board Policy 1810
 Board Policy 1822

Key Functions of the Board
Annual Goals and Objectives
Training and Development for Board Members

Governance Processes:

- 2 Governing Style
- 3 Board Job Description
- 4 Agenda Planning

Evaluation of the Board

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

- A. **Vision** – The board shall demonstrate its responsibility for providing a community vision of its schools by:
 1. Working with the community to determine the district’s educational program and what students need to know and be able to do;
 2. Formulating educational goals based on these community expectations and the needs of students;
 3. Encouraging leadership, instruction and assessment, and curriculum development activities directed toward goals; and
 4. Annually reviewing the district’s progress and direction against its vision.
- B. **Structure** – The board shall demonstrate its responsibilities for establishing an organizational structure by:
 1. Enacting policies that provide a definite course of action;
 2. Monitoring the implementation of policies;
 3. Employing qualified staff;
 4. Reviewing proposed labor agreements, staffing recommendations and staff evaluations;
 5. Formulating budgets; and
 6. Working to ensure a healthy learning and working environment that supports continuous improvement.
- C. **Accountability** – The board shall demonstrate accountability by:
 1. Encouraging citizen involvement in the schools.
 2. Reviewing budget proposals, revenues and expenditures;
 3. Approving materials, equipment and/or methods consistent with goals;
 4. Requiring and monitoring periodic evaluations of school programs.
 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. **Advocacy** – The board shall 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.

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
 Board Policy 1810
 Board Policy 1820

Key Functions of the Board
Annual Goals and Objectives
Evaluation of the Board

Governance Processes:

2 Governing Style
4 Agenda Planning
9 Cost of Governance

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