

| District Policy | Name | Recommendation |
|-----------------|---|---|
| | 1000 Legal Status and Operation | RESCIND and ADOPT Proposed GP-14 |
| | 1005 Key Functions of the Board | RESCIND as already exists in GP-1-3,6 and B/SL 1,4,5 |
| | 1105 Director Districts | RESCIND and ADOPT Proposed GP 21 and GP 21.1 |
| | 1110 Elections | RESCIND and ADOPT Proposed GP-15 |
| | 1111 Oath of Office | RESCIND and ADOPT Proposed GP -18 |
| | 1112 Director Orientation | RESCIND and ADOPT Proposed GP-19 |
| | 1113 Board Member Residence | RESCIND and ADOPT Proposed GP-16 |
| | 1114 Board Member Resignation | RESCIND and ADOPT Proposed GP-16 |
| | 1115 Vacancies | RESCIND and ADOPT Proposed GP -17 |
| | 1210 Annual Organization Meeting | RESCIND and ADOPT Proposed GP-20 |
| | 1220 Board Officers and Duties of Board Members | RESCIND and ADOPT Proposed GP 11 |
| | 1225 School Director Legislative Program | RESCIND as already exists in GP-2, 11 |
| | 1230 Secretary | RESCIND and ADOPT Proposed GP -12 |
| | 1240 Committees | RESCIND as already exists in GP-7 |
| | 1260 Consultants | EFFECUTATED through Resolution and move to Regulation 6000 series |
| | 1310 Policy Adoption, Manuals, and Administrative Procedures | RESCIND as already exists in GP-2 |
| | 1330 Administration in the Absence of Policy | RESCIND and ADOPT Revised B/SL 3 |
| | 1331 Audit of Expenditures | EFFECUTATED through Resolution and move to Regulation 6000 series |
| | 1332 Authorization of Signatures | EFFECUTATED through Resolution and move to Regulation 6000 series |
| | 1400 Meeting Conduct Order of Business and Quorum | RESCIND and ADOPT Proposed GP-22 |
| | 1401 Meetings | RESCIND and ADOPT Proposed GP -22 |
| | 1402 Quorum | RESCIND and ADOPT Proposed GP -22 |
| | 1410 Executive or Closed Sessions | RESCIND and ADOPT Proposed GP-23 |
| | 1420 Proposed Agenda and Consent Agenda | RESCIND and ADOPT Revised GP-4 |
| | 1421 Consent Agenda | RESCIND and ADOPT revised GP-4 |
| | 1430 Audience Participation | RESCIND and ADOPT Proposed GP-22 |
| | 1440 Minutes | RESCIND and ADOPT Proposed GP -22 |
| | 1450 Absence of a Board Member | RESCIND and ADOPT Proposed GP-24 |
| | 1610 Conflict of Interest | RESCIND as already exists in GP-6 |
| | 1620 Board-Superintendent Relationship | RESCIND as already exists in GP-3, B/SL 1-4 |
| | 1620.1 Board-Staff Communications | RESCIND and ADOPT GP-19 and exists in B/SL 1,2 |
| | 1630 Evaluation of the Superintendent | RESCIND as already exists in GP 2,5 and B/SL 3-5E |
| | 1710 Mission of the Board of Directors | RESCIND as already exists in GP-1-3,6 and B/SL 1,4,5 |
| | 1731 Board Member Expenses | EFFECUTATED through Resolution and move to Regulation 6000 series |

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| 1732 Board Member Insurance | EFFECUTATED through Resolution and move to Regulation 6000 series |
| 1733 Board Member Compensation | EFFECUTATED through Resolution and move to Regulation 6000 series |
| 1810 Annual Goals and Objectives | RESCIND as already exists in GP-4 and Ends 1-6 |
| 1819 Accountability | RESCIND as already exists in GP-3, B/SL 4, EL 3, 14 |
| 1820 Evaluation of the Board | RESCIND as already exists in GP 2-4 |
| 1822 Training and Development for Board Members | RESCIND as already exists in GP-2, 4, 9 |
| 1830 Participation in School Board' Association | RESCIND and ADOPT Revised GP-2 |

Legal Status and Operation – 1000

This policy (WSSDA Policy 1000, and former Issaquah School District **Policy-1000: Legal Status and Operation**) can now be found in the Board's Policy Governance® policies GP-14.

The Board's Policy Governance® policies were adopted 6/23/2004.

This policy as Policy 1000 was previously revised 06/10/2011.

The contents of this policy were removed from the Administrative Regulations **8/XX/15**.

The numbering as Administrative Regulation 1000 is retained here for reference to align with the *WSSDA (Washington State School Directors Association) sample policy* numbering system.

Key Functions of the Board – 1005

This policy (WSSDA Policy 1005, and former Board Policy 1005 and 1710) is now in **Governance Policy-1: Global Governance Commitment; Governance Policy-2: Governing Style; Governance Policy-3: Board Job Description; Governance Policy-6: Board Members' Code of Conduct; B/SL-1 Global Governance – Superintendent Connection; B/SL-4 Delegation to the Superintendent; B/SL-5 Monitoring Superintendent Performance** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/2004.

This policy as Policy 1005 was adopted on 12/11/96 and revised on 06/10/11

This policy as Policy 1710 was adopted on 12/11/96 and not subsequently revised

The contents of this policy and procedure were removed from the Administrative Regulations **8/XX/15**.

The numbering as Policy 1710 is retained here for reference to align with the WSSDA (*Washington State School Directors Association*) sample policy numbering system.

Director Districts – 1105

This policy (WSSDA Policy 1105 and Procedure 1105P, and former District Policy 1105) is now **Governance Policy-21: Director Districts** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/2004.

This policy as Policy 1105 was adopted 12/11/96 on and most recently revised 6/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations **8/23/11**.

The numbering as Policy 1105 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Elections – 1110

This policy (WSSDA Policy 1110, and former Issaquah School District **Policy-1110: Elections**) can now be found in the Board's Policy Governance® policies GP-15.

The Board's Policy Governance® policies were adopted 6/23/2004.

This policy as Policy 1110 was previously adopted on 12/11/96 and most recently revised 06/10/2011.

The contents of this policy were removed from the Administrative Regulations **8/XX/15**.

The numbering as Administrative Regulation 1110 is retained here for reference to align with the *WSSDA (Washington State School Directors Association) sample policy* numbering system.

Oath of Office – 1111

This policy (WSSDA policy 1111, and former District policy 1111) is now **Governance Policy-18: Oath of Office** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/2004.

This policy as Policy 1111 was adopted on 12/11/96 and most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1111 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Director Orientation – 1112

This policy (WSSDA policy 1112, and former District policy 1112) is now **Governance Policy-19: Director Orientation** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/2004

This policy as Policy 1112 was adopted on 12/11/96 and most recently revised 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1112 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Board Member Residency – 1113

This policy (WSSDA policies 1113 and 1114, and former District policy 1113 and 114) is now **Governance Policy-16: Change in Residence/Resignation** and can be found in found in the Board's Policy Governance policies.

The Board's Policy Governance policies were adopted 6/23/2004.

This policy as Policy 1113 was adopted on 10/13/10 and was most recently revised on 6/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations **8/23/11**.

The numbering as Policy 1113 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Board Member Resignation – 1114

This policy (WSSDA policies 1113 and 1114, and former District policy 1113 and 114) is now **Governance Policy-16: Board Member Residency and Resignation** and can be found in found in the Board's Policy Governance policies.

The Board's Policy Governance policies were adopted 6/23/2004

This policy as Policy 1114 was adopted on 12/11/96 and was most recently revised on 6/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations **8/23/11**.

The numbering as Policy 1114 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Vacancies – 1115

This policy (WSSDA policy 1115, and former District policy 1115) is now **Governance Policy-17: Vacancies** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/2004

This policy as Policy 1115 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1115 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Annual Organizational Meeting – 1210

This policy (WSSDA policy 1210, and former District policy 1210) is now **Governance Policy-20: Annual Organizational Meeting** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/2004

This policy as Policy 1210 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Policies 8/23/11.

The numbering as Policy 1210 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Board Officers and Duties of Board Members – 1220

This policy (WSSDA policy 1220, and former District policy 1220) is now in **Governance Policy-5: President's Role** and **11 Legislative Representative Job Description** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1220 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1220 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

School Director Legislative Program – 1225

This policy (WSSDA policy 1225, and former District policy 1225) is already addressed in **Governance Policy-3: Board Job Description**; and **GP-11: Legislative Representative Job Description** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1225 was adopted on 10/13/10.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1225 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Secretary – 1230

This policy (WSSDA policy 1230, and former District policy 1230) is now in **Governance Policy-12: Secretary** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1230 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1230 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Committees – 1240

This policy (WSSDA policy 1240, and former District policy 1240) is now part of **Governance Policy-7: Board Committee Principles** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1240 was adopted on 12/11/96 and most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations **8/23/11**.

The numbering as Policy 1240 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Policy Adoption, Manuals and Administrative Procedures – 1310

These policy issues (WSSDA policies 1310 and 1320, and former District policies 1310 and 1310P) are now in **Governance Policy-2: Governing Style** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations **8/23/11**.

The numbering as Policy 1310 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Suspension of a Policy – 1320

This policy (WSSDA policy 1320, and former District policy 1320) is already addressed in **Governance Policy-2: Governing Style** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1320 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1320 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Administration in the Absence of Policy or Procedure – 1330

This policy (formerly District policy 1330) has been eliminated as a formal policy under the Board's Policy Governance policies.

The Superintendent and or staff should look to the Executive Limitations and or their specific job description.

The Board's Policy Governance policies were adopted 06/23/04.

This policy as Policy 1330 was adopted on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

Meetings - 1400

These policy issues (in WSSDA 1400, 1400P, 1402, 1430, and 1440 in former District policy 1400, 1400P, 1402, 1430 and 1440), are now in **Governance Policy-22: Meetings** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/04.

This policy was adopted 12/11/96 and was most recently advised on 08/02/14.

The contents of the above referenced policies and procedures were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1400 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Meetings - 1401

These policy issues (in WSSDA 1400, 1400P, 1402, 1430, and 1440 in former District policy 1400, 1400P, 1402, 1430 and 1440), are now in **Governance Policy-9: Meetings** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/04.

This policy was adopted 12/11/96.

The contents of the above referenced policies and procedures were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1420 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Quorum - 1402

These policy issues (in WSSDA 1400, 1400P, 1402, 1430, and 1440 in former District policy 1400, 1400P, 1402, 1430 and 1440), are now in **Governance Policy-22: Meetings** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/04.

This policy was adopted 12/11/96.

The contents of the above referenced policies and procedures were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1402 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Executive or Closed Sessions – 1410

This policy (WSSDA policy 1410, and former District policy 1410) is now **Governance Policy-23: Executive and Closed Sessions** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1410 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Proposed Agenda and Consent Agenda - 1420

These policy issues (in WSSDA 1420, 1420P, and in former District policies 1420, 1420P), are now in **Governance Policy-4: Agenda Planning** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/04.

This policy was adopted 12/11/96 and was most recently revised on 08/02/12.

The contents of the above referenced policies and procedures were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1420 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Consent Agenda - 1421

These policy issues (in former District policies 1421, 1421P), are now in **Governance Policy-4: Agenda Planning** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/04.

This policy was adopted 12/11/96.

The contents of the above referenced policy and procedures were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1421 is retained here for reference.

Audience Participation - 1430

These policy issues (in WSSDA 1400, 1400P, 1402, 1430, and 1440 in former District policy 1400, 1400P, 1402, 1430 and 1440), are now in **Governance Policy-22: Meetings** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/04.

This policy was adopted 12/11/96 and was most recently revised on 06/10/11.

The contents of the above referenced policies and procedures were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1430 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Minutes - 1440

These policy issues (in WSSDA 1400, 1400P, 1402, 1430, and 1440 in former District policy 1400, 1400P, 1402, 1430 and 1440), are now in **Governance Policy-22: Meetings** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/04.

This policy was adopted 12/11/96 and was most recently revised on 06/10/11.

The contents of the above referenced policies and procedures were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1440 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Absence of a Board Member - 1450

These policy issues (WSSDA 1450 and former District policy 1450), are now in **Governance Policy-24: Absence of a Board Member** found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/04.

This policy was adopted 12/11/96 and was most recently revised on 06/10/11.

The contents of the above referenced policies and procedures were removed from the Administrative Policies **8/23/11**.

The numbering as Policy 1450 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Conflicts of Interest – 1610

This policy (WSSDA policy 1610, and former District policy 1610) is now in **Governance Policy-6: Board Member's Code of Conduct** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1610 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1610 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Board-Superintendent Relationship – 1620

This policy (WSSDA policy 1620, and former District policy 1620) is already addressed in **Proposed Governance Policy- 3: Board Job Description; B/SL-1 Global Governance – Superintendent Connection;** and **B/SL-2 Unity of Control** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1620 was adopted on 12/11/96 and was most recently revised on 6/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1620 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Board-Staff Communications – 1620.1

This policy (WSSDA policy 1620, and former District policy 1620.1) is already addressed in **Proposed Governance Policy- 19: Director Orientation; B/SL-1 Global Governance – Superintendent Connection;** and **B/SL-2 Unity of Control** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1620.1 was adopted on 12/11/96.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1620.1 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Evaluation of the Superintendent – 1630

This policy (WSSDA policy 1630, and former District policy 1630) is already addressed in **Proposed Governance Policy- 2: Governing Style; GP-5: Chief Governing Officer's Role; and B/SL-3-5E** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1630 was adopted on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1630 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

The Mission of the Board of Directors – 1710

This policy (WSSDA Policy 1005, and former Board Policy 1005 and 1710) is now in **Governance Policy-1: Global Governance Commitment; Governance Policy-2: Governing Style; Governance Policy-3: Board Job Description; Governance Policy-6: Board Members' Code of Conduct; B/SL-1 Global Governance – Superintendent Connection; B/SL-4 Delegation to the Superintendent; B/SL-5 Monitoring Superintendent Performance** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 6/23/2004

This policy as Policy 1005 was adopted on 12/11/96 and revised on 06/10/11

This policy as Policy 1710 was adopted on 12/11/96 and not subsequently revised

The contents of this policy and procedure were removed from the Administrative Regulations **8/XX/15**.

The numbering as Policy 1710 is retained here for reference to align with the WSSDA (*Washington State School Directors Association*) sample policy numbering system.

Annual Goals and Objectives – 1810

This policy (WSSDA policy 1810, and former District policy 1810) is already addressed in **Proposed Governance Policy-4: Agenda Planning; and Ends 1-6** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1810 was adopted on 12/11/96 and was most recently revised on 6/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1810 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Accountability – 1819

This policy (WSSDA policy 1819, and former District policy 1819) is already addressed in **Governance Policy-3: Board Job Description**; **B/SL 4: Delegation to the Superintendent**; **EL-3: Personnel Administration**; and **EL-14: Instructional Program** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1819 was adopted on 12/11/96.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1819 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Evaluation of the Board – 1820

This policy (WSSDA policy 1820, and former District policy 1820) is already addressed in **Governance Policy-2: Governing Style; GP-3: Board Job Description; and GP-4: Agenda Planning and** can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1820 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1820 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Training and Development for Board Members – 1822

This policy (WSSDA policy 1822, and former District policy 1822) is already addressed in **Governance Policy-2: Governing Style**; **GP-4: Agenda Planning**; and **GP-9 Cost of Governance** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1822 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1822 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

Participation in School Boards Association – 1830

This policy (WSSDA policy 1830, and former District policy 1830) is already addressed in **Governance Policy-2: Governing Style** and can be found in the Board's Policy Governance® policies.

The Board's Policy Governance® policies were adopted 06/23/04.

This policy as Policy 1830 was adopted on 12/11/96 and was most recently revised on 06/10/11.

The contents of this policy and procedure were removed from the Administrative Regulations on **8/23/11**.

The numbering as Policy 1830 is retained here for reference to align with the WSSDA (Washington State School Directors Association) sample policy numbering system.

GP-2

GOVERNING STYLE

The Board will govern lawfully with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and Superintendent roles, (e) collective rather than individual decisions, (f) the future rather than the past or present, and (g) proactivity rather than reactivity.

Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be the initiator of governance policy, not merely a reactor to staff initiatives. The Board will not use the expertise of individual members to substitute for the judgment of the Board, although the expertise of individual members may be used to enhance the understanding of the Board as a body.
2. The Board will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the overall community's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operational organization, not on the administrative or programmatic means of attaining those effects.

The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Although the Board can change its policies at any time, it will observe those currently in force. To ensure that the board's business meetings are conducted with maximum effectiveness and efficiency, members will:

- A. come to meetings adequately prepared
 - B. generally speak only when recognized
 - C. not interrupt each other; hear people out
 - D. not engage in side conversations
 - E. not repeat what has already been said; e.g. build on prior statements without repetition
 - F. not "play to the audience" or monopolize the discussion
 - G. support the president's efforts to facilitate an orderly meeting
 - H. communicate openly and actively in discussion and dialog to avoid surprises
 - I. value equal participation of all members
 - J. practice respectful body language
3. Continual Board development will include orientation of candidates for the Board and new Board members in the Board's governance process and periodic Board discussion of process improvement.

GP-2

4. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling group obligations.
5. Monitoring of Executive Limitations policies for organizational compliance and monitoring of the Ends for reasonable progress will be included on the agenda. As a rule, members will direct any questions or concerns to the superintendent prior to official public presentation.
6. Throughout the year the Board will attend to consent agenda items as expeditiously as possible. An item may be removed from the consent agenda by an individual member.
7. The Board shall report annually to parents and to the community in a public meeting and in writing (1) District-wide and school level improvement goals; (2) student performance relative to the goals; and (3) District-wide and school-level plans to achieve the goals, including curriculum and instruction, parental or guardian involvement, and resources available to parents and guardians to help students meet the state standards. (RCW 28A.655.100)
8. The Board shall report annually in a news release to the local media the district's progress toward meeting the district-wide and school-level goals; and include the school-level goals, student performance relative to the goals, and a summary of school-level plans to achieve the goals in each school's annual school performance report under RCW [28A.655.110](#).
9. Thorough self-monitoring of Board performance will be scheduled and conducted according to the Board's annual calendar. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Superintendent Linkage categories.
10. The Board, by majority vote, may revise or amend its policies at any time. In general, a proposed policy revision will be discussed at one session of the Board prior to being approved at a subsequent Board meeting.
11. As required by law, the Board Directors 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 Directors are encouraged to participate in the governance of the association.

December 14, 2005 – Adoption

June 27, 2007 – Update

March 12, 2008 – Monitored, no changes

February 28, 2009 – Monitored, no changes

March 9, 2011 – Monitored, updated

April 25, 2012 – Monitored, no changes

January 23, 2013 - Monitored, updated

August 5, 2013 – Monitored, no changes

July 31, 2014 – Monitored, no changes

August , 2015 – Monitored and Revised

ANNUAL AGENDA

To complete its work products with governance style consistent with Board policies, the Board will pursue an annual agenda which continually:

- a. Examines student achievement as defined by Ends policies;
 - b. Examines organizational performance as defined by Executive Limitations policies; and,
 - c. Improves Board performance through Board education and enriched input and deliberation.
1. Accordingly:
- a. The Board's annual planning cycle will conclude each year on the last day of August so that administrative planning and budgeting can be based on accomplishing at least a 12 month segment of the Board's most recent statement of long-term Ends.
 - b. The cycle will start with the Board's development of its agenda for the next year.

The planning calendar will include:

- 1) Consultations with selected groups in the community, or other methods of gaining community ownership input, will be determined and arranged in the first quarter, to be held during the balance of the year.
 - 2) Board development training designed to improve the board's ability to perform the work identified in the Board's job description, including orientation of candidates and new Board directors in the Board's governance process, and periodic discussions by the Board about means to improve its own performance.
 - 3) Scheduled monitoring of all policies.
2. The Board will meet at least once a month to conduct a business meeting, with work sessions scheduled as needed.
3. Guided by the annual Board agenda, the Board President and Superintendent, with input from Board directors and the public, will set the agenda for Board meetings.
4. The consent agenda enables the Board to efficiently deal with matters that have been delegated to the Superintendent, but by law must be approved by the Board. Throughout the year, the Board will attend to consent agenda items as expeditiously as possible.
- a. Items routinely assigned to the consent agenda include meeting minutes, personnel action, business transactions, expense vouchers, gifts, travel requests,

textbook adoption, intergovernmental agreements, and monitoring reports for Executive Limitations policies.

- b. An item may be removed from the consent agenda only upon approval of a majority of the Board. Executive Limitations monitoring reports will be pulled for discussion only if directors have concerns about reasonable interpretation or compliance, or if the Superintendent and Board President determine the full Board needs information concerning new programs or problem areas.

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.

August , 2015 – Adoption

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.

August , 2015 – Adoption

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.

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.

August, 2015 – Adoption

BOARD MEMBER RESIDENCY AND RESIGNATION

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 immediately 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.

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 rescinded prior to the effective date.

August , 2015 – Adoption

In case of a Board vacancy, the remaining Board directors 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 directors of the Board. If there exists fewer than three directors, 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.

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 district 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 directors 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 Directors a letter thanking all nominees for the position and commending them for their interest in the district.

August , 2015 – Adoption

**GP-18
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.

August, 2015 – Adoption

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

- WSSDA publications (e.g., Open Public Meetings, Conflict of Interest, Parliamentary Procedure);
- Training on Policy Governance model of governing;
- Goals for the school district and strategic plan, if developed;
- Board Policies, and District Administrative Regulations;
- 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 Regulation, 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.

August, 2015 – Adoption

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

Annual Organizational Meeting

At the first regular meeting at which newly elected board members are seated in election years and at the first regular meeting in December in non-election years, the board 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 by formal Board action.

Organization Upon Seating of an Appointee

The agenda for a regular meeting at which an appointee is to be seated shall be modified to include the applicable additional items identified above following approval of the consent agenda. Specifically, items A and B shall relate to the appointee instead of a newly-elected member. Other items to be included and numbered sequentially, shall be determined in the following manner (during the meeting, as applicable):

- A. If the office of president is vacant, include items C, D, and E.
- B. If the office of vice president is vacant, or becomes vacant due to the above, include items F and G.
- C. If any representative position is vacant, or becomes vacant due to the above, or the board by majority vote decides to reconfigure the representative positions, include the appropriate items from the set H through J, in that order.
- D. In the case of legislative representative, this election will occur in May at a regularly held board meeting in odd numbered years and will be for a two-year term.

President Pro-tempore

The senior member present shall assume the chair, call the meeting to order and lead the Pledge of Allegiance. In this context, *senior* means the member holding the position of legislative representative. The chair shall then call for nominations for president pro-tempore. Nominations need not be seconded if repeated by the chair, and may be closed by consensus or by majority vote on a motion of closure. The president pro-tempore shall be chosen by a majority of the members on a voice vote.

August, 2015 – Adoption

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.

August, 2015 – Adoption

Director Districts Reconfiguration

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 Coal Creek and May Valley Rd. Southeast on May Valley Rd to Renton Issaquah Rd. Northeast on Renton Issaquah Rd to southern border of ISS 41-3559. East and north following border of ISS 41-3559 to southern border of ISS 05-3138. East and north following border of ISS 05-3138 to Newport Way. Northwest and westerly on Newport Way to Renton Rd. Northerly on Renton Rd to I-90. Northwest on I-90 to Tibbets Creek. North and northwest through Tibbets Creek to Lake Sammamish. Northwesterly through Lake Sammamish to school district boundary. Counterclockwise following school district boundary to the western crossing of Coal Creek. Southeasterly through Coal Creek to the point of the beginning.

Director District #2

Starting at the intersection of Coal Creek and May Valley Rd. Southeast on May Valley Rd to Renton Issaquah Rd. Northeast on Renton Issaquah Rd to southern border of ISS 41-3559. East following border of ISS 41-3559 to western border of ISS 05-2929. South, east, and north following border of ISS 41-2929 to Issaquah Creek. Southerly through Issaquah Creek to SE 156th St. East on SE 156th St to Cedar Grove Rd. Southwest on Cedar Grove Rd to school district boundary. Clockwise following school district boundary to Coal Creek. Southeasterly through Coal Creek to the point of the beginning.

Director District #3

Starting at the intersection of 24th St and 244th Ave. South on 244th Ave to 32nd St. West on 32nd St to 241st Ave. South on 241st Ave to 37th Pl. East on 37th Pl to 242nd Ave. South on 242nd Ave to 40th Pl. East on 40th Pl to 245th Ave. Southeast on 245th Ave to Klahanie Blvd. Southerly Klahanie Blvd to 244th Pl. Southeast on 244th Pl to 43rd Pl. Southeast on 43rd Pl to 246th Ave. Southeast on 246th Ave to 247th Pl. South on 247th Pl to Issaquah Fall City Rd. Northeast on Issaquah Fall City Rd to school district boundary. Counterclockwise following school district boundary to extension of 24th St. East on 24th St to the point of the beginning.

Director District #4

Starting at the intersection of Cedar Grove Rd and SE 156th St. West on 156th St to Issaquah Creek. Northerly through Issaquah Creek to eastern boundary of ISS 05-2929. Southwest and north following boundary of ISS 05-2929 to eastern border of ISS 05-3559. North following border of ISS 41-3559 to northern border of ISS 05-2461. East following border of ISS 05-2461 to Sunset Way. East on Sunset Way to 2nd Ave. North on 2nd Ave to I-90. Northeast on I-90 to Front St. North on Front St to Issaquah Fall City Rd. Northeast on Issaquah Fall City Rd to school district boundary. Clockwise following school district boundary to southern crossing of Cedar Grove Rd. Northerly on Cedar Grove Rd to the point of the beginning.

Director District #5

Starting at the intersection of 24th St and 244th Ave. South on 244th Ave to 32nd St. West on 32nd St to 241st Ave. South on 241st Ave to 37th Pl. East on 37th Pl to 242nd Ave. South on 242nd Ave to 40th Pl. East on 40th Pl to 245th Ave. Southeast on 245th Ave to Klahanie Blvd. Southerly Klahanie Blvd to 244th Pl. Southeast on 244th Pl to 43rd Pl. Southeast on 43rd Pl to 246th Ave. Southeast on 246th Ave to 247th Pl. South on 247th Pl to Issaquah Fall City Rd. Southwest on Issaquah Fall City Rd to Front St. South on Front St to I-90. Southeast on I-90 to extension of 2nd Ave. South on 2nd Ave to Sunset Way. West on Sunset Way to southern border of ISS 05-2806. West, north, and east following border of ISS 05-2806 to eastern border of ISS 05-3138. North following border of ISS 05-3138 to Newport Way. Newport Way to Renton Rd. Northerly on Renton Rd to I-90. Northwest on I-90 to Tibbets Creek. North and northwest through Tibbets Creek to Lake Sammamish. Northwesterly through Lake Sammamish to the extension of 24th St. East on 24th St to the point of the beginning.

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 effected school director district (s). The written notice of intent to transfer will include a request that the effected 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.

August , 2015 – Adoption

Meetings

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.

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's board room.

Regular meetings shall be held at 7 p.m. on the second and fourth Wednesdays 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's board room or to be called to order at 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. A regular meeting does not require a public notice if held at the time and place provided by board policy. When a regular meeting date falls on a legal holiday, the Board may reschedule the regular meeting with proper public notice or cancel the scheduled meeting with proper public notice.

Special meetings may be called by the presiding officer 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, and posted on the District website. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

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.

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.

All meetings shall be open to the public with the exception of executive sessions as 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

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.

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.

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.

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 consistent with State law. 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.

GP-23
EXECUTIVE OR CLOSED SESSION

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.

August, 2015 – Adoption

GP-24
ABSENCE OF A BOARD DIRECTOR

Whenever possible each Board 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 Board director's absence from a meeting if requested to do so.

The Board may declare a Board director'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 director 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 director's term. The Board also has the authority to appoint a temporary successor to the absent Board director's position. The temporary successor shall serve until the Board director returns or the end of the Board director's term.

August , 2015 – Adoption

The Superintendent shall not fail to maintain a management system that ensures challenging and relevant opportunities for all students to achieve at levels defined in the Board's Ends policies.

Accordingly, the Superintendent may not fail to:

1. Ensure that instructional programs are based on a comprehensive and objective review of best instructional practices research.
2. Align curriculum and base instruction with academic standards that meet or exceed state standards.
3. Ensure that the instructional program includes opportunities for students to develop talents and interests in more specialized areas.
4. Ensure that the instructional program addresses the different learning styles and needs of students of various backgrounds and abilities.
5. Encourage new and innovative programs based on research, carefully monitoring and evaluating the effectiveness of all such programs.
6. Ensure that all instructional programs, including both content and practice, are uniformly implemented, regularly monitored, and modified as necessary to assure the continuing effectiveness.
7. Select textbooks and instructional materials that advance the achievement of the Board's Ends policies and that achieve consistency and articulation of the curriculum by course and program.
8. Maintain a procedure for reviewing materials and textbooks upon formal request by a parent or other stakeholder.
9. Supply adequate core materials necessary for implementation of instructional program.
10. Ensure appropriate and timely input from students, parents, community members, teachers, administrators, and other staff members involved in the instructional program as textbooks are reviewed and selected.
11. Share with the Board, on an annual basis, data-driven plans for improvement at each school.
12. Integrate technology into content areas across all grade levels where appropriate.
13. **Ensure the implementation of the Transitional Bilingual Instruction Program consistent with RCW 28A.180.**

December 10, 2010 – Adoption
August , 2015 Monitored and Revised

Monitored Annually

ACCOUNTABILITY OF THE SUPERINTENDENT

The Superintendent is the Board's only link to the operational organization. All authority over and accountability of staff, as far as the Board is concerned, are considered the authority and accountability of the Superintendent.

Accordingly:

1. The Board will never give directives to persons who report directly or indirectly to the Superintendent.
2. The Board will not evaluate any staff other than the Superintendent.
3. The Board will view Superintendent performance as identical to organizational performance. Organizational accomplishment of Ends and operation within the boundaries of Executive Limitations will be viewed as successful Superintendent performance.
4. Except as required by law and thus disposed of by the consent agenda, the Board will not participate in decisions or action involving the hiring, evaluating, disciplining or dismissal of any employee other than the Superintendent.

5. The Board will expect staff, in the absence of a Board Policy or District Regulation, to use their best professional judgment 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 Board expects the staff member is 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, the Board expects the Superintendent to bring the matter 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.

December 14, 2005 – Adoption

March 7, 2012 – Monitored, no changes

November 7, 2012 – Monitored, no changes

August 5, 2013 – Monitored, no changes

July 31, 2014 – Monitored, no changes

August XX, 2015 – Monitored, Revised