

Grapeview School District #54

Policy Manual

Classification System

**0000 Strategic Planning
1000 Board of Directors
2000 Instruction
3000 Students
4000 Community Relations
5000 Personnel
6000 Management Support**

0000 Series Strategic Planning

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Commitment to Planning

The Grapeview School District Board of Directors recognizes that the goals of high-quality education for all students and increasing student achievement require structures, processes, skills and ways of thinking that must be established for the district. The Board of Directors commits the district to the process of strategic planning in order to provide a fundamental governance and management structure for the district. Planning will enable the district to respond to new developments and continually improve education within the discipline of the planning process.

The strategic plan adopted by the district will be subject to and consistent with the constitutions and statutes of the United States and Washington State. Policies adopted by the Board and administrative practices will be measured against and consistent with the strategic plan.

Through the strategic planning process, the Board affirms its commitment to continuing an active involvement with the community, staff and students. The district's planning, implementation and evaluation processes will incorporate community, staff and student participation and opportunities for public input.

Adoption Date: October 24, 2000
Classification: **Discretionary**
Revised Dates: November 24, 2015

Planning Process

The superintendent, in consultation with the board, is authorized to appoint the planning team. A broad spectrum of community and educational leaders will constitute the team. A chair for the team will be selected by the superintendent in consultation with the board. The team will establish a schedule of planning meetings. Strategic planning frequency is at the discretion of the Board in consultation with the administration, but should not exceed five years between planning cycles.

The team continues to oversee implementation of the plan over time. Vacancies are filled by the superintendent on the advice of the chair and in consultation with the board.

The district's planning process includes the following steps:

- A. **Planning:** A series of planning sessions will be held over the course of a year on dates established by the team. The process will conclude with a draft plan. The plan will be submitted to the board for review, amendment and adoption following a public hearing. The strategic plan adopted by the board will be incorporated in the district's official policies.
- B. **Management and Implementation:** The management and implementation phase of the planning process is primarily the responsibility of the administration. The district may utilize action planning task forces comprised of community members and staff to develop detailed plans to accomplish the goals of the strategic plan. If developed, the action plans will be reviewed by the board, and if adopted, codified in the district's official policies. The superintendent is authorized to appoint the action planning task forces.
- C. **Annual Refocusing Meeting:** Prior to June 1st of each year the leadership team will report to the board in a public meeting on the implementation of the plan and recommend changes that may be necessary or beneficial. The board, in consultation with the superintendent, will review the progress of the plan, and consider amendments and changes in priorities in the plan in terms of changed and changing circumstances. Proposed amendments to components of the plan shall be considered by the board following a public hearing on the merits of the proposed amendments.

Adoption Date: October 24, 2000

Classification: **Discretionary**

Revised Dates: November 24, 2015

Components of the District's Plan

The elements of the district's plan are:

- A. **Vision Statement:** A vision statement will be developed that addresses various subjects such as curriculum, facilities, technology acquisition, student needs, alternative resources, and other relevant issues. The vision statement will describe the preferred future that would be achieved by the district if resources were infinite. Based on this vision, the district will proceed to establish the other components of the strategic plan.
- B. **Beliefs:** The district will identify the values that are the foundation of the district. The beliefs will be broad based and reflect the district's fundamental convictions about education. The belief statements will form the heart of the education value system.
- C. **Mission:** From the belief statements, a concise mission statement will be drawn that describes the basic purpose and direction of the district. The mission statement is consistent with the district's vision and will focus on a common purpose.
- D. **Goals and Objectives:** These elements of the plan establish the means of governing and administering the district in compliance with the district's goals. They are definitive statements of intention or direction, based on the district's vision, and contain specific outcome(s). The goals will take into account all relevant data (for example: student assessment results, student demographics, disciplinary reports, enrollment trends, facility conditions, finance priorities and constraints, community support, etc.). Goals will be targeted for completion within five years.

For each goal a series of specific objectives will be established that provide measured steps (short, medium and long-range activities or events) toward the completion of the goal. The main purpose of the objectives is to design around obstacles and build in opportunities in advancing a goal by employing, redirecting, or creating resources. The objectives will address the issues of how to accomplish the goals, set deadlines and identify responsible personnel and resources. Objectives are specific, measurable, time-related and achievable.

- E. **Action Plan:** May be developed by action planning task forces made up of staff and community volunteers and is designed to assure that goals and objectives are attained. The action plans establish the detailed sequence of events and identify the resources to be employed in implementing the plan.

Action plans will identify specific activities needed to achieve the specified result, the personnel who will be involved and responsible, the resources needed and the timeline.

Action steps to marshal resources will include: identifying financial requirements, labor and volunteers, facilities and equipment, and source material. Partnerships will be considered to obtain needed resources.

Adoption Date: October 24, 2000

Classification: **Discretionary**

Revised: 11.15

Vision Statement

Grapeview is a vibrant community working together to ensure student success through high expectations, collaboration, and individual engagement

Adoption Date: October 24, 2000

Classification: **Discretionary**

Revised Dates: **11.15; 12.17**

Beliefs/Commitments

We Believe:

- Learning is vital and necessary for all
- Staff, family and community working together contribute to the success of each student
- Education creates an informed citizen that is aware of his/her strengths
- Learning requires a safe and caring environment

Therefore, we are committed to:

- Providing a diverse and respectful learning environment
- Ensuring a collaborative atmosphere where students actively participate and take ownership for their learning
- Setting high expectations for all
- Providing a creative and motivating environment where students are able to take risks and explore their potential

Adoption Date: October 24, 2000

Classification: **Discretionary**

Revised Dates: **11.15; 12.17**

Mission

To engage and inspire each student in achieving academic excellence, personal creativity and to nurture their social and emotional intelligence.

Adoption Date: October 24, 2000

Classification: **Discretionary**

Revised Dates: **11.15; 12.17**

Goals

Academic Excellence:

- Increase student and parent ownership and involvement in learning
- 80% of students in Math, ELA and Science will achieve proficiency
- Decrease student absenteeism

Personal Creativity:

- Develop and implement programs that will attract and retain K-8 students
 - Technology
 - STEAM (Science, Technology, Engineering, Arts, and Math)
 - Fine Arts
 - Athletics/Clubs

Social/Emotional Intelligence:

- Develop and implement plans to maintain and preserve district resources
- Increase parent and community involvement
- Educate, integrate, and celebrate cultural diversity
- Increase positive social and emotional interactions of students and staff

Adoption Date: 24 October 2000

Classification: **Discretionary**

Revised Dates: **11.15; 12.17**

560 STRATEGIC ACTION PLANS

(The district's strategic action plans are codified in this policy after adoption by the Board.)

Adoption Date: 24 October 2000
Grapeview School District

1000 Series Board of Directors

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1000 LEGAL STATUS AND OPERATION OF THE BOARD

LEGAL STATUS

The board of directors of the Grapeview 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 Grapeview School District No. 54, Mason County, State of Washington. The district is classified as a second-class district and is operated in accordance with the laws and regulations pertaining to second-class districts.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes, commensurate with his/her ability, to become effective citizens, the board 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:

(cf. 1111 - Oath of office)

Legal References:

RCW 28A.150.230 Basic Education Act of 1977

RCW 28A.300.065 Classification and numbering system of school districts

RCW 28A.315.035 Organization of school districts

RCW 28A.320.010 Corporate powers

RCW 28A.320.020 Liability for debts and judgments

RCW 28A.320.040 Directors--Bylaws

RCW 28A.343.300 Directors--Terms--Numbers

RCW 28A.343.320 Directors--Declaration of candidacy

RCW 28A.343.330 Directors--Ballots--Form

RCW 28A.343.360 Directors--Oath of office

RCW 29.13.050 Commencement of terms of officers--Organization of district board of directors

Revision Date: 24 October 2000

Grapeview School District

1005 KEY FUNCTION OF THE BOARD

Acting on behalf of the people of the Grapeview 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 / principal, 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:

(cf. 0100 Commitment to Strategic Planning)

(cf. 0300 Planning Process)

(cf. 0700 Strategic Plan Evaluation)

(cf. 1310 Policy Adoption, Manuals and Administrative Procedures)

(cf. 1810 Annual Goals and Objectives)

(cf. 1821 Inservice Conferences for Board Members)

Adoption Date: 24 October 2000

Grapeview School District

Election

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

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

A person may become a candidate for a place on the board by filing a declaration of candidacy with the county auditor during the May filing period, as prescribed by law. If the school district includes territory in two or more counties, the declaration of candidacy shall be filed with the county auditor of the county designated by the Superintendent of Public Instruction as the county to which the district belongs, pursuant to [RCW 28A.323.040](#).

In the event that there are more than two candidates for any position on the board, a primary election shall be held on the first Tuesday of August in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

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

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

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

Cross References:	1610 - Conflicts of Interest 2nd Class Districts 1610 - Conflicts of Interest 1st Class Districts 1114 - Board Member Resignation and Vacancy
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Legal References:	RCW 28A.323.040 Joint school districts — Designation of county to which joint school district belongs RCW 28A.343.300 Directors — Terms — Numbers RCW 28A.343.320 Declarations of candidacy — Positions as separate offices RCW 28A.343.330 Ballots — Form
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RCW 28A.343.340 When elected — Eligibility
RCW 29A.04.151 Residence
RCW 29A.24.141 Void in candidacy
RCW 29A.24.181 Regular filing period —Voids in
candidacy
RCW 29A.24.191 Scheduled election lapses, when
RCW 29A.52.210 Local primaries
RCW 42.12.010 Causes of vacancy

Management Resources: 2011 - August Issue
Policy News, October 2006 Changes in Election Law

Adoption Date: 24 October 2000
Classification: **Discretionary**
Revised Dates: **05.19**

Procedure - Election

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

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

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

Implementation Date: 24 October 2000

Classification: Discretionary

Revised Dates: **05.19**

Oath of Office

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

Legal References: RCW 28A.343.360 Oath of office

Adoption Date: 19 November 1991
Classification: **Discretionary**
Revised Dates: **05.19**

Director Orientation

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

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

The board chair, or a designee, and the superintendent will assist each new director in the review of these materials and will review the role and function of the various administrators employed by the district. The orientation will include, as per district policy, how to: (1) arrange for visits of school or administrative offices; (2) request information regarding school operations; (3) respond to a complaint concerning staff or program; and (4) handle confidential information.

Directors will be encouraged to attend meetings, workshops and conferences to increase their knowledge and competencies.

Adoption Date: 27 April 1993*
Classification: **Discretionary**
Revised Dates: **05.19**

*** Original Policy was titled "Code of Ethics"**

Board Member Residency

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

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

If a director's director area boundaries are redrawn during his/her term of office, the director may serve out the remainder of his/her term.

Cross References: 1114 - Board Member Resignation and Vacancy
 1110 - Election
 1105 - Electoral System

Legal References: RCW 28A.343.340 When elected — Eligibility
 RCW 28A.343.350 Residency
 RCW 29A.04.151 Residence
 RCW 29A.76.010 Counties, municipal corporations, and
 special purpose districts
 RCW 42.12.010 Causes of vacancy
 AGO 1975 No. 8 Vacancy upon voluntary change of
 residence out of director district (note modification by
 1999 amendment codified as RCW 28A.343.350)

Adoption Date: 24 October 2000
Classification: **Discretionary**
Revised Dates: **05.19**

Board Member Resignation and Vacancy

Resignation

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

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

Vacancy

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

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

Cross References: 1450 - Absence of a Board Member

Legal References: RCW 28A.310.030 ESD Board — Membership — Board member district boundaries
RCW 28A.330.020 Certain board elections, manner and vote required — Selection of personnel, manner
RCW 28A.343.370 Vacancies
RCW 29A.04.151 Residence
RCW 42.30.110(h) Executive sessions

Management Resources: 2009 - June Issue

Adoption Date: 24 October 2000
Classification: **Discretionary**
Revised Dates: **05.19**

Procedure - Board Member Resignation and Vacancy

When a vacancy occurs on the board, it is in the best interest of the district to encourage as many able citizens as possible to consider becoming a school director.

To that end the following procedures will be used to identify and appoint citizens to fill board vacancies:

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

- F. The board secretary will prepare for the signatures of all board members a letter thanking all nominees for the position and commending them for their interest in the district.

Implementation Date: 28 May 2019

Classification: **Discretionary**

Revised Dates:

Annual Organizational Meeting

At the first regular meeting at which newly elected board members are seated in election years and at the first regular meeting in December in non-election years, the board will elect from among its members a chair and a vice chair to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

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

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

In even-numbered years at the same meeting, a WSSDA legislative representative will be elected to serve a two-year term.

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

- A. Welcome and introduction of newly elected board members by the chair;
- B. Call for nominations for chair to serve during the ensuing year;
- C. Election of a chair (roll call vote);
- D. Assumption of office by the new chair;
- E. Call for nominations for vice chair to serve during the ensuing year;
- F. Election of a vice chair (roll call vote);
- G. At board discretion, call for nominations for *WSSDA legislative representative* to serve for the next two years and election of a *WSSDA legislative representative*.

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

Cross References: 1225 - School Director Legislative Program

Legal References: RCW 28A.330.010 Board president, vice-president or president pro tempore — Secretary
RCW 28A.330.020 Certain board elections, manner and vote required — Selection of personnel, manner
RCW 28A.330.050 Duties of superintendent as secretary of the board
RCW 28A.400.030 Superintendent's duties
RCW 29A.60.280 Local elected officials, commencement of term of office — Purpose

Management Resources: 2017 - April Issue

Adoption Date: 24 October 200

Classification: **Discretionary**

Revised Dates: **02.21**

Board Officers and Duties of Board Members

Chair/President

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

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

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

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

In dealing with the media and the public in general, the *chair/president* or his/her designee will serve as the spokesperson of the board. The *chair/president* is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The *chair/president* will avoid speculating upon actions or decisions which the board may take but has not yet taken.

Officers of the Board: Vice Chair/President

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

Legislative Representative

The legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will be elected from among the board members at the first regular meeting of the year in even numbered years and will serve for a period of two years. The legislative representative, board chair/president, or other board designee will represent the board at WSSDA's General Assembly, conveying local views and concerns to that body. When appropriate, the legislative representative obtains their board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. The legislative representative will monitor proposed school legislation and provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

Duties of Individual Board Members

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

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

Each member is obligated to attend board meetings regularly. Whenever possible, each director will

give advance notice to the *chair/president* or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Cross References: 1225 - School Director Legislative Program
 1450 - Absence of a Board Member

Legal References: RCW 28A.330.030 Duties of president
 RCW 28A.330.040 Duties of vice-president
 RCW 28A.330.080 Payment of claims — Signing of warrants
 RCW 28A.330.200 Organization of the board — Assumption of superintendent's duties by board member, when
 RCW 28A.343.390 Quorum — Failure to attend meetings

Management Resources: 2017 - April Issue
 Policy News, December 2007 Role of the School Board President
 2022 - October Issue

Adoption Date: 24 October 2000
Classification: **Discretionary**
Revised Dates: **12.22**

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

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

WSSDA Legislative Representative

The board's WSSDA legislative representative serves as the contact person and acts as the coordinator of the board's legislative activities. The legislative representative also serves as a board's liaison at WSSDA's General Assembly. The legislative representative will be elected from among its members at the first regular meeting in even-numbered years and will serve for a period of two years. The legislative representative will:

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

Cross References:	1210 - Annual Organizational Meeting 1220 - Board Officers and Duties of Board Members
Legal References:	Chapter 28A.345 RCW Washington State School Directors' Association
Management Resources:	2022 – October Issue 2017 - April Issue 2009 - August Issue

Adoption Date: 13 December 2022
Classification: **Discretionary**
Revised Dates:

1230 SECRETARY TO THE BOARD

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

Adoption Date: 4-27-93

Grapeview School District

1240 COMMITTEES

Committees of the board may be created by a majority of the board. The chair 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.

Cross Reference:

(cf. 4110 Citizen's Advisory Committees)

Legal Reference:

RCW 28A.320.040 Directors--Bylaws

Adoption Date: 24 October 2000

Grapeview School District

1310 POLICY ADOPTION, MANUALS, & ADMINISTRATIVE PROCEDURES

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or patrons as an order of business.

When the board of directors is considering a district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy shall be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

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

POLICY MANUALS

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

The manual 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. To that end each administrator shall have ready access to the manual. In addition a manual shall be available in each school library and such other places as the superintendent may determine for the use of staff, students and patrons.

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

ADMINISTRATIVE PROCEDURES

The superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent shall submit it to the board as an information item. Such procedures need not be approved by the board, though it may revise them when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; though on controversial topics, the superintendent may request prior board consultation.

Legal References:

RCW 28A.320.010 Corporate powers

RCW 28A.320.040 Directors--Bylaws

Adoption Date: 24 October 2000

Grapeview School District

1320 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

Adoption Date: 4-27-93

Grapeview School District

Resolution – Emergency – Suspension of Policy

BOARD RESOLUTION No. 03.24.20A

WHEREAS, Chapter 28A.320 RCW authorizes local school boards to govern their respective districts, including adopting, revising, and suspending local board policies;

WHEREAS the Board has adopted Policy 3432 –which acknowledges school closure in response to a pandemic/epidemic and designates the District Superintendent or a designee to act as a liaison for the school district to ensure the health and safety of students, staff, and the community;

WHEREAS, on February 29, 2020, the Washington Governor Jay Inslee declared a state of emergency in all counties of our state under Chapters 38.08, 38.52 and 43.06 RCW, and directed implementation of the plans and procedures of the state’s Comprehensive Emergency Management Plan in response to the novel coronavirus (COVID-19);

WHEREAS, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic;

WHEREAS, on March 13, 2020, the U.S. President declared a national state of emergency and Governor Inslee ordered closure of all public and private K-12 schools in Washington State until April 24, 2020 to contain the spread of COVID-19; and

WHEREAS, the Office of Superintendent of Public Instruction (OSPI), which has authority to waive instructional hours and school days, to interpret graduation requirements, and to oversee the allocation of resources for nutrition, transportation, and other crucial aspects of public education is providing written guidance to Washington school districts on issues related to COVID -19, including but not limited to student attendance, distance/online learning, high school credit, meal distribution, and other issues;

NOW, THEREFORE BE IT RESOLVED, that the Grapeview School Board/Public School hereby suspends provisions of its board policies and/or whole policies, as identified by the District Superintendent or designee, if such suspension is necessary to implement written guidance from OSPI relating to containing COVID-19 for the duration identified in the Governor’s order of March 13, 2020 and a subsequent order of school closure, if any.

BE IT FURTHER RESOLVED that the District Superintendent will consult with the Board as feasible and appropriate and timely report to the Board regarding the emergency closure and efforts to implement written guidance from health and government agencies as disseminated by OSPI.

BE IT FURTHER RESOLVED that the District Superintendent is authorized to close any school facility without further action by the Board of Directors. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate health and government authorities, deems it in the best interests of the District and its students to open schools.

BE IT FURTHER RESOLVED that the District Superintendent is authorized, based upon the needs of the District and the guidance from health and government agencies disseminated by OSPI, to direct staff assignments during District closures, including but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.

BE IT FURTHER RESOLVED that access to public school grounds and public school buildings of the District may be limited as directed by the Superintendent during District closures.

BE IT FURTHER RESOLVED that in light of this district-wide emergency closure, the Board declares an emergency in which advertising for bids and competitive bid procedures may result in material injury or damage to the public interest of the district. The Superintendent is granted the authority to waive the requirements of RCW 28A.335.190 requiring advertising for bids and competitive bid procedures for purchases which may be necessary due to the emergency. The Superintendent will document the reasons prompt remedial action is necessary to prevent physical injury to persons or to property of the school district.

BE IT FURTHER RESOLVED that the District Superintendent will consult with the Board as feasible and appropriate and timely report to the Board regarding the emergency closure and efforts to implement written guidance from health and government agencies as disseminated by OSPI.

BE IT FURTHER RESOLVED that in the interest of public health, the board may encourage the public to attend its open public meetings by limiting comment to written comments. The board reserves the right to adjust board meeting dates, times, and locations during the district-wide emergency closure in a manner consistent with the Open Public Meetings Act, and notes that any or all board members may attend board meetings electronically.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

Adopted and approved this 24 day of March.

By: **Tom Anderson – signed copy on file in district office**
Board President or Designee

Attest: **Kurt Hilyard – signed copy on file in district office**
Superintendent

Adoption Date: 24 March 2020
Classification: **Encouraged**
Revised Dates:

Resolution – District Reopening – Suspension of Policy

BOARD RESOLUTION No. 09.22.20A

WHEREAS, Chapter 28A.320 RCW authorizes local school boards to govern their respective districts, including adopting, revising, and suspending local board policies;

WHEREAS, on February 29, 2020, the Washington Governor Jay Inslee declared a state of emergency in all counties of our state under Chapters 38.08, 38.52 and 43.06 RCW, and directed implementation of the plans and procedures of the state's Comprehensive Emergency Management Plan in response to the novel coronavirus (COVID-19);

WHEREAS, on March 13, 2020, Governor Inslee ordered closure of all public and private K-12 schools in Washington State until April 24, 2020 to contain the spread of COVID-19 and on April 6, 2020, directed that school buildings remain closed from providing traditional, in-person instruction throughout the remainder of the 2019-2020 school year;

WHEREAS the Grapeview School Board has adopted Policy 3432 – Emergencies, which acknowledges total and partial school closure in response to a pandemic/epidemic and designates the District Superintendent or a designee to act as a liaison for the school district to ensure the health and safety of students, staff, and the community;

WHEREAS, RCW 28A.150.290 authorizes the State Superintendent of Public Instruction to make rules and regulations as necessary to carry out its statutory duties in unforeseen conditions and **on June 11, 2020, the Office of the Superintendent of Public Instruction issued official guidance for reopening Washington schools for the 2020-2021 school year, which included sections on health and safety from the Department of Health and the Department of Labor and Industries, specifying employee and student safety requirements for reopening schools during the COVID-19 pandemic and requiring school boards to adopt and submit reopening plans for the 2020-2021 school year;**

WHEREAS the Board has adopted a reopening plan for the 2020-2021 school year, which plan addressed the mandatory health requirements, statutory education requirements, and additional expectations, as identified by the Office of Superintendent of Public Instruction's June 11, 2020 official guidance for reopening Washington schools.

WHEREAS the actual reopening of district schools, as well as the ability to maintain a specific model of instruction, is subject to the changing health conditions in our county, which could prevent the district from implementing its opening plan or require the district to return to remote learning;

WHEREAS on August 26, 2020, the Governor issued Proclamation 20-70, amending his February 29, 2020 Proclamation of Emergency, noting the need "to extend all of the prohibitions and each expiration date therein until the state of emergency is rescinded, except to allow schools to re-open as provided in Proclamation 20-09.2 and subject to the requirements of the Re-opening K-12 Fall 2020-2021 Guidance document, found [here](#), that allows local health departments and school districts to decide if and how they will allow students to return to the classroom;"

NOW, THEREFORE BE IT RESOLVED, that until June 30, 2021 the Board hereby suspends provisions of its board policies and/or whole policies, as identified by the District Superintendent or designee, if such suspension is necessary to implement the adopted reopening plan or is necessary for ongoing compliance with written guidance from the Department of Health, the Department of Labor and Industries, or the Office of Superintendent of Public Instruction relating to safely reopening schools while containing COVID-19. The District Superintendent will timely report to and

consult with the Board, as feasible and appropriate, regarding efforts to implement the reopening plan and the limitations thereon;

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Superintendent

Adoption Date: **22 September 2020**
Classification: **Essential**
Revised Dates: 12.20

1330 ADMINISTRATION IN THE ABSENCE OF POLICY AND 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 principal/superintendent 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 immediately consult with the board chair as to the advisability of calling a special board meeting to review the staff member's action.

Adoption Date: 24 October 2000
Grapeview School District

Meeting Conduct, Order of Business, and Quorum

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

Regular Meetings

Regular meetings are held at 5:00 pm on the 4th Tuesday of each month in the school library. An agenda of the business that the board will transact will be posted on the district website, or the website shared or hosted by another public agency not less than twenty-four (24) hours in advance of the published start time of the meeting.

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

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

Special Meetings

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

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

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

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

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

The board will not take final disposition on any matter other than those items stated in the meeting notice.

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

Emergency Meetings

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

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

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

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

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

The district will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

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

Public Notice

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

All meetings will be open to the public with the exception of executive or closed sessions authorized by law. The board will take final action resulting from executive session discussions during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting and those who may have difficulty physically attending a meeting should contact the superintendent's office no

later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

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

Quorum and Voting

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform that provides real-time verbal communication without being in the same physical location with those in attendance.

Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

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

Meeting Conduct and Order of Business

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

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

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

Public Attendance and Comment

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

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, with the exception of emergency situations, the board will provide a period at or before every regular meeting at which final action is to take place for public comment. During public comment period, visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the meeting. Written comments must adhere to the standards of civility discussed below and must be received no later than 3:00 pm on the last business day before the board meeting. All written public comments timely submitted will be distributed to each board member.

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

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

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

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

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

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

Cross References:

1220 - Board Officers and Duties of Board Members
1410 - Executive or Closed Sessions
1420 - Proposed Agenda and Consent Agenda

Legal References:

RCW 28A.330.020 Certain board elections, manner and vote required - Selection of personnel, manner
RCW 28A.320.040 Bylaws for board and school government
RCW 28A.330.070 Office of board — Records available for public inspection
RCW 28A.343.370 Vacancies
RCW 28A.343.380 Meetings
RCW 28A.343.390 Quorum — Failure to attend meetings
RCW 42.30.030 Meetings declared open and public
RCW 42.30.050 Interruptions - Procedure
RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret voting prohibited

RCW 42.30.070 Times and places for meetings - Emergencies - Exception

RCW 42.30.080 Special Meetings

RCW 9.41.280 Possessing dangerous weapons on school facilities
— Penalty — Exceptions

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

Management Resources:

2022 – June Issue

2018 - August Issue

2014 - June Issue

2013 - April Issue

2012 - June Issue

Policy News, June 2005 Special Meeting Notice Requirements

Adoption Date: 24 October 2000

Classification: **Essential**

Revised Dates: **01.17; 07.21; 01.22; 08.22**

Procedure - Meeting Conduct, Order of Business, and Quorum

The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If a board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced at the meeting and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

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

Meeting Notices

All public notices of board meetings should inform persons with disabilities and those individuals who may have difficulty physically attending a board meeting that they may contact the superintendent's office, so that the district can arrange for them to participate in board meetings. A regular meeting does not require a public notice if held at the time and place provided by board policy. If the board does not meet at its regular 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.

For special meetings, a district is required to notify those newspapers and radio and television stations that have filed a request for such notification. The district must also provide written notice and a printed or electronic copy of the agenda to each school director 24 hours prior to the meeting. Notice to a school director is deemed waived if the school director files a written notice of waiver with the board secretary before or at the time of the commencement of the meeting or by the school director's actual attendance at the meeting.

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

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

If the board is to discuss an item in executive session in accordance with Policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No meeting 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) or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.

Meeting Recess and Continuation

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

Implementation Date: 24 October 2000

Classification: **Essential**

Revised Dates: **02.19; 09.22**

Executive or Closed Sessions

Executive Sessions

Before convening in executive session, the *chair/president* will publicly announce the general purpose for excluding the public from the meeting and announce 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, if in compliance with any required data breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments, and security test results to the extent that they identify specific system vulnerabilities, and other information that, if made public, may increase risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
- B. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- C. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, discussion of the factors comprising the minimum value of the property and the final action of selling or leasing public property will be taken in a meeting open to the public;
- D. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- E. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public will be conducted on such complaint or charge;
- F. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the district will occur in a meeting open to the public, and when the board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action will be taken in a meeting open to the public;
- G. To evaluate the qualifications of a candidate for appointment to the board; however, any interview of such candidate and final action appointing a candidate to the board will be in a meeting open to the public; or
- H. To discuss with legal counsel representing the district matters relating to district enforcement actions, or litigation or potential litigation to which the district, the board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district.

Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the district reasonably believes may be

commenced; or the litigation or legal risks of a proposed action or current practice of the district, if public discussion is likely to result in an adverse or financial consequence to the district.

The announced purpose of the executive session will be entered into the minutes of the meeting.

Closed Sessions/Private Meetings

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

- A. Consideration of a quasi-judicial matter between named parties, as distinguished from a matter having a general effect on the public or a class or group; or
- B. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or that portion of a meeting in which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Legal References: RCW 19.255.010 Disclosure, notice - Definitions - Rights, remedies
 RCW 42.30.110 Executive sessions
 RCW 42.30.140 Chapter controlling — Application
 RCW 42.56.590 Personal information - Notice of security breaches.

Management Resources: 2022 – June Issue
 2017 - July Issue
 Policy News, June 2001 Legislature Addresses
 Executive Session

Adoption Date: 19 November 1991
Classification: **Discretionary**
Revised Dates: **11.17; 10.22**

Proposed Agenda and Consent Agenda

Proposed Agenda

The board secretary will be responsible for preparing the proposed agenda for each meeting in consultation with the board *chair/president*. Copies of the proposed agenda, minutes of the previous meeting, and relevant supplementary information will be provided to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the district's website or a website shared by the district or hosted for the district not less than twenty-four (24) hours prior to the start time of the meeting.

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

Consent Agenda

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

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

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

Legal References: RCW 42.30.080 Special meetings

Management Resources: 2022 - June Issue
 2014 - June Issue
 2012 - June Issue

Adoption Date: 24 October 2000

Classification: **Essential**

Revised Dates: **01.17; 10.22**

1440 MINUTES

The secretary of the board shall record 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. When issues are discussed that may require detailed record the board may direct the secretary to record the discussion verbatim. Such verbatim records shall be maintained (on file for a period of six (6) years.) Any other verbatim records of a meeting shall be destroyed after the minutes have been approved. 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.

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:

(cf. 6570 Data and Records Management)

Legal References:

RCW 28A.400.030 Superintendent's duties

RCW 42.32.030 Public meetings--Minutes

Revision Date: 24 October 2000

Grapeview School District

1450 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 absence were for reasons other than illness.

Legal Reference:

RCW 28A.343.390 Directors--Quorum--Failure to attend meetings

Management Resource:

PNA 9912.01 Board absence policy updated

Adoption Date: 24 October 2000

Grapeview School District

Conflicts of Interest (Districts with fewer than 2,000 students)

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

- A. A director, a director's or an officer's spouse, or a director's or an officer's dependent may be paid no more than \$1,000 in any calendar month for unskilled day labor.
- B. A director may be employed as a bus driver at the same compensation and on the same terms as other district bus drivers.
- C. A director or officer may enter into a contract with the district to offer goods and services (except for legal services) if the director or officer does not receive more than \$1,500 in any calendar month under the contract. The district will maintain a list of all contracts covered under this paragraph, and the list will be available for the public to inspect and copy.
- D. A director may be designated as district clerk and/or purchasing agent of the district.
- E. The spouse of a director or officer may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. For a director's or officer's spouse to be employed as a substitute teacher, the superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the district's anticipated needs, and the superintendent must ensure that substitute teachers are fairly and impartially assigned to available positions.
- F. If a director's or officer's spouse was employed by the district as a classified or certificated employee before the director or officer took office, the spouse's employment contract can be renewed. The terms of the contract must be commensurate with the pay plan or collective bargaining agreement operating in the district for that position.
- G. In school districts with fewer than 200 full-time equivalent students, the district may employ the spouse of a director or officer as a certificated or classified staff member.
- H. A director may be employed as a substitute teacher or a substitute educational aide in school districts with 300 or fewer full-time equivalent students. For the director to be employed as a substitute teacher or substitute educational aide, the terms the contract must be commensurate with the pay plan or collective bargaining agreement operating in the district for that position, and the board must find that the number of qualified substitute teachers and educational aides in the district is insufficient to meet the district's anticipated needs.
- I. A director or officer may have a remote interest in a contract. The interest, though, must be disclosed prior to board action and must be recorded in the official minutes.

A director may not vote on the authorization, approval, or ratification of a contract in which he or she is beneficially interested and to which one of the exemptions described above applies. Before the board approves a contract in which a director is beneficially interested, the director must disclose his or her interest to the board, and the director's interest must be noted in the official minutes.

Before the board approves the employment of a director, a director's or an officer's spouse, or a director's or an officer's dependent, the superintendent or designee will inform the board of other

individuals who are qualified for and interested in the position(s) to be filled. The district will not discriminate in any way against any applicant for a position or employee based on a family relationship with a director or officer. All employment decisions will be made by choosing the applicant that furthers the best interests of the school district.

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

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

Cross References: 6230 - Relations with Vendors

Legal References: RCW 28A.330.240 Employment contracts
RCW 28A.405.250 Certificated employees, applicants for
certificated position, not to be discriminated against — Right to
inspect personnel file
RCW 28A.635.050 Certain corrupt practices of school officials —
Penalty
RCW 42.23.030 Interest in Contracts Prohibited — Exceptions
RCW 42.23.040 Remote interests

Adoption Date: 13 December 2022

Classification: **Encouraged**

Revised Dates:

Note: This policy replaced Policy 1610 – Conflicts of interest – Adopted in October 2000

1620 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

Adoption Date: 24 October 2000

Grapeview School District

1620P BOARD-SUPERINTENDENT RELATIONS & BOARD STAFF COMMUNICATIONS PROCEDURES

The following communications procedures are established:

Staff Communications to the Board.

All communications or reports to the board or individual board members from the principal, teachers, or other staff members shall be submitted through the superintendent. 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. 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 Grapeview Elementary/Middle School or classrooms will make arrangements for visitations through the principal. 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 principal and superintendent.

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.

Implementation Date: 24 October 2000
Grapeview School District

Evaluation of the Superintendent

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

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

Legal References: RCW 28A.400.010 Employment of superintendent —
 Superintendent's qualifications, general powers, term, contract
 renewal

Adoption Date: 24 October, 2000

Classification: **Essential**

Revised Dates: **01.17**

1630P EVALUATION OF THE SUPERINTENDENT/PRINCIPAL PROCEDURES

Schedule:

- A. Setting of goals, outcomes and improvement activities: At the last scheduled board meeting of July or August, the board will develop with the Superintendent, goals and improvement activities for the following school year.
- B. Interim Evaluation. At the last scheduled board meeting of January, the superintendent will be provided mid-year assessment and evaluation in the fulfillment of the goals and improvement activities determined at the evaluation in July.

At the November board meeting, the board chair will provide each board member a copy of the current superintendent goals and improvement activities.

Individual board members will provide written input to the board chair by the December board meeting.

The board chair will compile a report based upon the information provided by board members. The report will be discussed with the superintendent at the last scheduled board meeting of January.

- C. Final Evaluation. At the last scheduled board meeting of June, the superintendent will be provided final assessment and evaluation in the fulfillment of the goals and improvement activities determined at the evaluation in June of the prior year.

At the April board meeting, the board chair will provide each board member a copy of the current superintendent evaluation.

Each board member will complete an evaluation and return it to the board chair by the May board meeting.

The board chair will prepare an evaluation to be discussed with the superintendent at the last scheduled board meeting of June.

1731 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:

(cf. 6212 Charge Card)

(cf. 6213 Reimbursement for Travel)

Legal References:

RCW 28A.320.050 Reimbursement of expenses--Advancing anticipated expenses

RCW 43.03.170 Advance warrants--Issuance--Limitations

Adoption Date: 24 October 2000

Grapeview School District

1731P BOARD MEMBER EXPENSES PROCEDURES

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.

Implementation Date: 24 October 2000
Grapeview School District

1732 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:
(cf. 8310 Liability Insurance)

Legal References:

RCW 4.24.470 Liability of officials and members of governing body of public agency--

RCW 4.96.010 Tortious conduct of political subdivision--Liability 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 authorized

RCW 28A.320.100 Actions against officers, 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

Adoption Date: 24 October 2000
Grapeview School District

Open Government Trainings

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

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

Legal References: ESSB 5964, Open Government Trainings Act
 RCW 28A.343.360, Oath of Office
 RCW 40, Public Documents, Records, and Publications
 RCW 40.14, Preservation and Destruction of Public Records
 RCW 42.30, Open Public Meetings Act
 RCW 42.56, Public Records Act
 RCW 42.56.580, Public Records Officers

Management 2014 - June Issue
Resources:
 2014 Open Government Training Act (Q&A)
 Attorney General's Model Rules

Adoption Date: 24 January 2017
Classification: **Essential**
Revised Dates: **01.17**

1810 ANNUAL GOAL & 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 school 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 Reference:

(cf. 1005 Key Functions of the Board)

(cf. 1820 Evaluation of the Board)

(cf. 1822 Training and Development)

Adoption Date: 24 October 2000

Grapeview School District

1820 EVALUATION OF THE BOARD

At the conclusion of each school 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 Reference:

(cf. 1005 Key Functions of the Board)

(cf. 1810 Annual Goals and Objectives)

(cf. 1822 Training and Development for Board Members)

Adoption Date: 24 October 2000

Grapeview School District

1820P EVALUATION OF THE BOARD PROCEDURES

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 a organizational structure by:
 - 1. enacting policies that provide a definite course of action;
 - 2. monitoring the implementation of policies;
 - 4. employing qualified staff;
 - 5. reviewing proposed labor agreements, staffing recommendations and staff evaluations;
 - 6. formulating budgets; and
 - 7. working to ensure a healthy learning and working environment that supports continuous improvement.
- C. **Accountability**—The board shall demonstrate accountability by:
 - 1. reviewing budget proposals, revenues and expenditures;
 - 2. approving materials, equipment and/or methods consistent with goals;
 - 3. requiring and monitoring periodic evaluations of school programs.
 - 4. reviewing building and grounds maintenance and needs,
 - 5. reviewing transportation services and other support services; and
 - 6. 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.

Implementation Date: 24 October 2000
Grapeview School District

1822 TRAINING & 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:

(cf. 1005 Key Functions of the Board)
(cf. 1810 Annual Goals and Objectives)
(cf. 1820 Evaluation of the Board)

Adoption Date: 24 October 2000
Grapeview School District

1830 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

Adoption Date: 24 October 2000

Grapeview School District