

Table of Contents

The Board of Directors - Series 1000

Organization

Legal Status, and Operation.....	1000
Key Functions of the Board	1005

Election

Electoral System	1105
Election	1110
Procedures.....	1110P
Oath of Office	1111
Director Orientation	1112
Board Member Residency.....	1113
Board Member Resignation and Vacancy	1114
Procedures.....	1114P

Board Organization

Annual Organizational Meeting.....	1210
Board Officers and Duties of Board Members	1220
School Director Legislative Program.....	1225
Committees	1240
Students on Governing Boards	1250
Procedure	1250P

Methods of Governance

Policy Adoption, Manuals and Administrative Procedures	1310
Suspension of a Policy	1320
Administration in the Absence of Policy and Procedure	1330

Meetings

Meeting Conduct, Order of Business, and Quorum.....	1400
Procedures.....	1400P
Executive or Closed Sessions	1410
Proposed Agenda and Consent Agenda.....	1420
Procedures.....	1420P
Minutes	1440
Absence of a Board Member	1450

Principles of Operation

Conflicts of Interest	
1st Class District	1610
2nd Class District.....	1610
The Board-Superintendent Relationship.....	1620
Procedures.....	1620P
Evaluation of the Superintendent.....	1630

Board Member Benefits

Board Member Expenses1731
 Procedures1731P
Board Member Insurance.....1732
Board Member Compensation1733
 Procedures1733P

Board Development

Annual Governance Goals and Objectives1810
Board Self-Assessment1820
Training and Development for Board Members1822
Participation in School Boards' Association1830

Date: 10.99; 08.08; 06.09; 10.11

Legal Status and Operation

Legal Status

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

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

Organization

The corporate name of this school district is Columbia School District No. 400, Walla Walla County, state of Washington. The district is classified as a second class district and is operated in accordance with the laws and regulations pertaining to second class districts.

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

Number of Members and Terms of Office

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

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

Cross References:	Model Policy 1111	Oath of office
Legal References:	RCW 28A.150.230	Basic Education Act — District school directors' responsibilities
	RCW 28A 300.065	Classification and numbering system of school districts
	RCW 28A.315.035	Organization of school districts
	RCW 28A.320.010	Corporate powers
	<u>RCW 28A.320.020</u>	<u>Liability for debts and judgments</u>

RCW 28A.320.040	Directors — Bylaws for board and school government
RCW 28A.343.300	Director — Terms — Numbers
RCW 28A.343.320	Directors — Declarations of candidacy — Positions as separate offices
RCW 28A.343.330	Directors — Ballots — Form
RCW 28A.320.010	Corporate powers
RCW 28A.320.020	Liability for debts and judgments
RCW 28A.343.360	Directors — Oath of Office
RCW 29A.20.030	Local officers, beginning of terms — Organization of district boards of directors
RCW 29A.20.040	Local elected officials, commencement of term of office — Purpose

Columbia School District
Adopted: January 28, 2013
Revised: 04.00; 08.05; 12.11; 12.12
Classification: Priority

Key Functions of the Board

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

Responsible Governance:

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

Creating Conditions for Student and Staff Success:

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

High Expectations for Student Learning

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

Accountability for Student Learning:

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

Community Engagement:

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

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

Management Resource:

Washington School Board Standards (Adopted June 27, 2009)

Policy News, February 2012 Model Policies Aligned with Washington School Board Standards

Columbia School District

Adopted: March 26, 2012

Revised: 04.97; 02.12

Classification: Priority

Electoral System

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

Authority under RCW 28A.343.040

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

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

The districting or redistricting plan shall be adopted according to the procedure established under RCW 29A.76.010.

Authority under Washington Voting Rights Act

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

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

Legal References:

RCW 28A.343.030 Certain school districts — Election to authorize division in school districts not already divided into directors' districts

RCW 28A.343.040 Division or redivision of district into director

districts

RCW 28A.343.050 Dissolution of directors' districts

RCW 28A.315.195 Transfer of territory by petition —
Requirements — Rules

RCW 28A.315.199 Transfer of territory or dissolution of
financially insolvent school district by petition - Notification to
affected districts - Mediation - Request for hearing - Notification
to regional committee - Costs

RCW 28A.315.205 Transfer of territory or dissolution by petition
- Regional committee responsibilities - Rules - Appeals

RCW 28A.315.215 Transfer of territory or annexation of
financially insolvent district by agreement or order - Approval -
Order - Previously approved and imposed excess tax levies

RCW 29A.76.010 Counties, municipal corporations, and special
purpose districts

Chapter 44.05 RCW Washington State Redistricting Act
Laws of 2018, ch. 113, § 104 Washington Voting Rights Act

Management Resources: 2018 - May Issue
2015 - December Issue
2011 - June Issue
Policy News, August 2008 Restructuring First Class Director
Districts
Washington State Redistricting Commission –
<http://www.redistricting.wa.gov/>

Columbia School District #400

Adoption Date: **September 24, 2018**

Classification: **Encouraged**

Revised Dates: **02.00; 08.05; 08.08; 06.14; 12.15; 5.18**

Electoral System

Redistricting

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

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

During the adoption of its plan, the district shall ensure that full and reasonable public notice of its actions is provided. The district shall hold at least one public hearing on the redistricting plan at least one week before adoption of the plan.

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

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

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

The board of directors of every first-class school district other than a school district of the first class having within its boundaries a city with a population of four hundred thousand people or more which is not divided into directors' districts may submit to the voters at any regular school district election a proposition to authorize the board of directors to divide the district into directors' districts or for second-class school districts into director districts or a combination of no fewer than three director districts and no more than two at large positions. If a majority of the votes cast on the proposition is affirmative, the board of directors shall proceed to divide the district into directors' districts following the procedure established in [RCW 29A.76.010](#). Such

director districts, if approved, shall not become effective until the next regular school election when a new five member board of directors shall be elected, one from each of the director districts from among the residents of the respective director district, or from among the residents of the entire school district in the case of directors at large, by the electors of the entire district, two for a term of two years and three for a term of four years, unless such district elects its directors for six years, in which case, one for a term of two years, two for a term of four years, and two for a term of six years.

Dissolution of Directors' Districts

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

Reviewed: April 2016

Classification: Priority

Revised Dates: **08.08; 06.11; 12.15**

RCW 29A.24.181	Reopening of filing —before eleventh Tuesday before general election
RCW 29A.24.191	Scheduled election lapses, when
RCW 29A.52.210	Local primaries
RCW 42.12.010	Causes of vacancy

Management Resources:

Policy News, August 2011 Legislature clarifies law on vacancies and voids in candidacy, primary election date changes

Policy News, October 2006 Changes in

Election Law

Columbia School District
Adopted: October 24, 2011
Revised: 02.00; 10.01; 08.02; 08.05; 10.06, 08.11
Classification: Discretionary

Candidate Orientation

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

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

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

Oath of Office

According to statutory provision, each 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

Columbia School District #400

Adoption Date: February 26, 2018

Classification: **Discretionary**

Revised Dates: **02.00; 12.11; 2.17; 2.18**

DIRECTOR ORIENTATION

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

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

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

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

Columbia School District
Adopted June 2, 2008
Revised: 04.97; 02.08
Classification: Optional

BOARD MEMBER RESIDENCY

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

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

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

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

Legal References:	RCW 28A.343.340	Directors — When elected — Eligibility
	RCW 28A.343.350	Residency
	RCW <u>29A.04.151</u>	Residence
	RCW <u>29A.76.010</u>	Redistricting by 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)

Columbia School District
Adopted: April 10, 2006
Revised: 10.15.00; 08.05
Classification: Optional

Board Member Resignation and Vacancy

Resignation

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

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

Vacancy

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

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

Cross References: Board Policy 1450 Absence of Board Member

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

Management Resources:

Policy News, October 2011 Policy Manual Revisions
Policy News, June 2009 Board Member Resignations

Columbia School District

Adopted: November 21, 2011

Revised: 10.00; 6.09; 10.11

Classification: *Optional* Discretionary

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.
 - 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.

Reviewed: January 23, 2012

Date: 10.11

STUDENT REPRESENTATIVE TO THE BOARD OF DIRECTORS

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

1. Provide student insight and perspective to the Board of Directors and District administration;
2. Serve as a liaison to the students of Columbia High School through the established student government and communications networks; and
3. Report to students about the work of the school district and the Board of Directors.

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

Student Representative to the Board of Directors

Purpose

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

Term of Office

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

Qualifications for Application

1. The student must be in grades 10, 11 or 12 during their term as student representative, and attend Columbia High School at least three (3) periods per day.
2. The student must be in proper academic standing equivalent to participation in athletics or other student activities and maintain proper academic standing throughout his or her term.
3. The student will be expected to maintain personal standards of behavior appropriate to participation in student activities.
4. The student must be willing to convey student opinion to the Board of Directors and report Board deliberations and actions to the student body.
5. Other students will be "at large" representatives to the board.

Application Process

1. Students will submit a complete Student Representative Application to the ASB Advisor.
2. Students must obtain approval signatures from parents and the Columbia High School principal.
3. Students must submit two (2) reference letters, at least one from a teacher or administrator.
4. Selected applicants will be interviewed by one or more members of the Board, the Superintendent, the Columbia High School Principal, and the Columbia High School ASB Advisor. The committee will recommend student representatives to the Board of Directors for approval.

Removal

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

Responsibilities of the Student Representative

The student representative will:

1. Adhere to all the rules and regulations pertaining to Board members.
2. Attend all regular school board meetings which occur while school is in session. Since regular board meetings occur during the evening hours of a school night, the Board of Directors may grant permission for the student representative to leave a meeting before the conclusion if the student report has been given. Regular school board meetings are held on the second and fourth Monday of every month at 7:00 PM in the Board Room at the District Office.
3. Attend special meetings or study sessions if requested, but not Executive Sessions.
4. Review the Board of Directors board packet and reading materials prior to all regular Board meetings.
5. Participate in discussion at regular open meetings of the Board when applicable. However, the student representative may not make any motions or vote.
6. Provide reports to the Board during the agenda item titled "Student Board Report." The reports will include student activities, topics and concerns which the Columbia Student Council may choose to apprise the Board.
7. Refrain from committing the Student Council to any position or action that has not been previously approved by the Student Council.
8. Report Board deliberations and actions to Columbia High School Student Council as applicable.
9. Orient a new student representative.
10. Participate in Board training sessions, when invited, such as WSSDA conference and legislative assembly. When these sessions occur on school days, student representatives will follow the established prearranged absence procedures at the high school.

Responsibilities of the Superintendent and the Board of Directors

The Superintendent and the Board of Directors will:

1. Establish the Columbia High School ASB Advisor as the advisor for the student representative.
2. Meet with the student representative and advisor at the beginning of the school year to review expectations, responsibilities, and participation.
3. Meet with the student representative quarterly to assess the experience and plan for future activities.

Other

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

Application for Student Representative to the Columbia School Board

Submit the completed application to the CHS Principal's Office by June _____, 2010.

Name _____ Cumulative GPA _____ Grade in 2010-11 _____

Address _____

Phone _____ Email _____

Please describe your educational and career goals.

On a separate sheet of paper, please explain in 250 words or less why you would like to serve as the student representative to the Columbia Board of Directors.

List two people (at least one teacher or administrator) who submitted a letter of reference who could speak on your behalf.

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

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Principal Signature _____ Date _____

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/president* and a *vice chair/president* 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/president* and the *vice chair/president*, the board will elect a president pro tempore who will perform the functions of the chair/president 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/president;
- B. Call for nominations for *chair/president* to serve during the ensuing year;
- C. Election of a *chair/president* (roll call vote);
- D. Assumption of office by the new *chair/president*;
- E. Call for nominations for *vice chair/president* to serve during the ensuing year;
- F. Election of a *vice chair/president* (roll call vote);
- G. *(If applicable)* Call for nominations for *WSSDA legislative representative* to serve for the next two years; and
- H. Election of a *WSSDA legislative representative*.

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

Cross References: 1225 - School Director Legislative Program

Legal References: RCW 28A.330.010 Board president, vice-president or president pro tempore — 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

Columbia School District #400

Adoption Date: November 27, 2017

Classification: **Discretionary**

Revised Dates: **08.99; 08.05; 02.11; 12.11; 04.17**

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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 Superintendent or his/her designee will serve as the spokesperson of the board. The Superintendent is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The Superintendent 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 will represent the board at WSSDA's Legislative Assembly, conveying local views and concerns to that body and, when appropriate, obtaining their board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. The legislative representative will monitor proposed school legislation, and provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

Duties of Individual Board Members

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

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

Columbia School District #400
Adoption Date: July 24, 2017
Classification: **Discretionary**
Revised Dates: **04.97; 12.07; 12.11; 04.17**

Board Operating Principles

I. JUDGMENT AND TRUST

Board & Staff: The complexities of operating the Columbia School District cannot be fully addressed in policy, procedures or operating principles. Working with people and handling difficult and controversial issues on a daily basis requires good judgment, common sense, respect, and trust between Board and Staff. Every complaint cannot be resolved to the satisfaction of all parties involved. For these reasons trust in each other, allowance for error and team efforts to address problems are the foundation upon which this document is written.

II. COMMUNICATIONS, AND INTERACTIONS

Board & Staff:

- ◆ Pursue thorough understanding by minimizing misunderstanding and reducing conflict.
- ◆ Support each other and address disagreements constructively and courteously.
- ◆ Maintain confidentiality.
- ◆ Communications and interactions shall be constructive and free of personal attacks.
- ◆ Support the professional integrity of every individual and the Columbia School District as a service organization.

- ◆ Involve those parties who will be affected by the decision and solution.

III. DEVELOPMENT, ADMINISTRATION AND REVIEW OF BOARD POLICY

Columbia School District subscribes to the Washington State School Directors Policy News to provide accurate and authoritative school district policy recommendations. Upon receipt the administrative team reviews the policy to ensure that the district is in compliance and to make any necessary changes. These policies may go through multiple readings prior to final approval from the Board. A policy may be adopted immediately when doing so is deemed essential to the good of the district. The board will direct the superintendent to develop procedures to implement policies. The board does not take official action on procedures. It does however, review procedures and provides feedback to the superintendent.

Board: Study administrative reports on the implementation of policies and the effectiveness of policies. Exercise final approval over all policies. Once policies are approved by the majority of the members of the Board, support them even though you have spoken against them initially.

Superintendent: Advise and assist the Board in developing policy. Share concerns about ideas that may not work. Once in place, support the policies of the Board whether or not you are in full agreement. Inform, the Board of the manner in which policies are being administered, and when and if they may need to be revised. The superintendent is charged with developing procedures to ensure policy is implemented.

Staff: Share concerns with your supervisor about ideas that may not work. Once in place, support the policies of your supervisor whether or not you are in full agreement. Inform, your supervisor of the manner in which policies are being administered, and when and if they may need to be revised.

IV. ISSUES WHICH COME BEFORE THE BOARD

Information items

Board: Inform Superintendent of significant concerns raised by District patrons. Make Superintendent aware of issues/programs on which the Board wishes to be informed.

Superintendent: Keep the Board informed of all new major or important developments and the progress of activities related to Board goals and major programs. Inform the Board in advance of any complaint, concern or issue likely to affect the Board or the Columbia School District.

Input/Options Items

The time frame for presenting such items to the Board should allow for Board deliberation and input. The Superintendent should provide options and alternatives to the Board which include the strengths and weaknesses of the options.

Board: Let the Superintendent know about issues of concern and interest to the Board so that it is easier for the Superintendent to distinguish between items the Board wishes to discuss and items the Superintendent should handle independently.

Staff: Bring to your supervisor in a timely fashion all issues, plans or programs that meet the following criteria:

- Likely to be sensitive in the community.
- Major change in program thrust.
- Major cost item.
- Major deployment of staff.

Board Hearing Behavior

There will be times when matters will come before the board in an executive session format. These hearings require formal procedures. The board and staff will conduct themselves in the following manner:

Board: The board shall have no contact or conversation with anyone concerning the matter being brought forth. Question in a fact-finding manner – board hearings contain information that can be emotionally charged, decisions that are made regarding the issues, however, should not be. The board chair will conduct the hearing. Evidence will be presented to the board by both sides. Each board member shall consider the evidence and only the evidence presented during the hearing process in making a final determination. A formal determination will be communicated to the appellate after the conclusion of hearing and before deadlines specified in policy.

Superintendent: Compile and present all information in a factual manner. Advise the board on all policies and procedures that pertain to the matter under hearing. The superintendent shall ensure that timelines and process are outlined to the board of directors.

Board Action Items

- Board:* Read agenda materials, understand the issues and be prepared to discuss action items.
- Superintendent:* Use good judgment in determining whether or not an issue needs Board action. Provide ample time for the Board to read about, study and debate issues prior to voting.

- ⇒ Establish a rationale for each decision.
- ⇒ Make decisions consistent with our expressed goals.
- ⇒ Communicate the rationale for making a decision that has been superseded by a higher level of authority to those involved before releasing the information.

Administrative leaders are expected to be faithful to the Columbia School District's overall mission and goals. If we are to lead by example, every act must adhere to our duty to serve students in our district. Being loyal does not mean we always agree. In any dynamic organization, debate and differences of opinion are expected and must be nurtured.

We need to foster an open, honest exchange of ideas so that our best thinking is stimulated. However, once a final decision is made, it is our individual and collective responsibility to give full support to its successful implementation.

V. EFFECTIVE MEETINGS

No Surprises

The school board meetings are open to the public but they are not public meetings.

- Board:* Share ideas about new programs and new directions with the Superintendent and other members of the Board in a timely manner before presenting publicly.
- Superintendent:* Bring matters to the Board in a timely fashion. Present programs/projects well enough in advance that suggestions for change proposed by the Board can be addressed with-out upsetting activities already "in motion."

Be Prepared

- Board:* Read all materials - call and ask questions in advance. Seek clarification and information as needed. When possible explain to the Superintendent in advance about concerns about a proposal.
- Superintendent:* Develop recommendations that combine the best interests of schools and the needs of the District within the region that reflect the priorities and goals that have been adopted by the board.

Disagree Without Becoming Disagreeable

- Board:* Use executive sessions to address complaints related to staff. Try to resolve major disagreements with one another in private.
- Superintendent:* State your position but accept the will of the majority of the Board and follow through in action and in spirit.
- All:* Disagree with each other in a positive and constructive fashion. “Tone of voice”, “choice of words”, and other actions can spell the difference between discussion, debate and argument. Handle personal/personnel concerns in private. Give as much attention to the manner in which you disagree with people as you do to the particular issue.

Handling Controversy at Meetings

- Board:*
- ◆ Develop an agreed-upon procedure for dealing with controversy and sensitive issues at meetings. For example, agree that the Chairman may call a short recess if it appears that people need to “regroup” or regain composure.
 - ◆ Or, agree to call a special meeting to deal with a topic that appears likely to take the entire night and/or may branch off into personnel/executive session areas. It may mean another meeting, but it could provide a cooling off period, an opportunity to discuss the issue with staff to be better prepared, and a time for concentrated attention to the issue.
 - ◆ The Board never takes final action on a complaint during the meeting at which it is presented. While we will respond in a timely fashion, we need to allow ourselves the time to give the issue the review and study it warrants.
 - ◆ The Board does not hear specific complaints related to individuals in open session. To protect the rights of individuals we schedule these concerns for executive session.
 - ◆ Request that large groups identify a spokesperson and clearly establish time limits for speakers when large numbers of people wish to speak.

Possible Responses

- Board:* Take the initiative to suggest to the Chair, “This issue might best be handled by the Superintendent and/or staff. It’s not that we aren’t interested, but the Superintendent is the person we hire to deal with these very issues”.

- ◆ Unanticipated controversy that is a non-agenda item should not be allowed to dominate an otherwise well-planned meeting. Stating up-front that, “There is a time limit and that the concern will be dealt with formally in the next Board meeting as an “agenda item,” is an appropriate response.
- ◆ When involved parties become emotional, the situation can be defused by saying, “I recognize that this is a very important issue to you. We need a chance to gather more information. Our Superintendent will work with you to resolve this problem. Thank you for coming.”

Staff: Resolve complaints at administrative levels outside the Board area, but prepare and forewarn the Board if a concern is likely to come its way. Assist your supervisor in upholding Board guidelines for dealing with controversial situations at meetings. For example, if the Board Chairman calls a short recess in order to defuse a situation, use the break to make a personal effort to calm people.

VI. DEALING WITH CITIZEN/STAFF COMPLAINTS, CONCERNS OR QUESTIONS OUTSIDE OF BOARD MEETING

Agree upon a process for dealing with complaints, concerns or questions and the actions that will be taken when a Board member is contacted by a community member. For example:

- ⇒ Listen to the individual’s concern
- ⇒ Inquire if the individual has discussed the issue with the person immediately responsible. If this has not been done, tell them how to contact the appropriate person. If the person has tried to resolve the problem with the appropriate person(s) and they are still dissatisfied, the board should then refer such criticism, complaints and suggestions to the Superintendent for study and recommendation.
- ⇒ Explain that, as a final resource, a complaint can be submitted to the Board, but that the Board practice is to refer complaints to the Superintendent before taking any action. Explain that complaints raised against individuals cannot be addressed in a public meeting.
- ⇒ Be cautious of giving the appearance of agreeing with the person, sometimes just listening makes people think you are on “their side”. Remember that anything you say might be understood as the “position of the Board or the Administration”.

VII. DECISION MAKING

The identification and evaluation of alternatives, an awareness of short and long-term consequences, an appreciation for the needs of the group, as well as individuals, and sensitivity toward collective action are essential to the decision-making process.

Board & Staff: In order to formulate and execute sound decisions, we agree to:

- ◆ Resolve problems at the lowest level possible.
- ◆ Clearly communicate decisions.
- ◆ Build into each decision a point of re-evaluation.
- ◆ Provide for input from all impacted by the decision.
- ◆ Use a decision-making style appropriate to the situation.

VIII. HIRING

The responsibility for selection, placement and transfer of personnel shall be vested in the Superintendent. Subject to Board approval, the Superintendent will have freedom to organize, reorganize and arrange the administrative and supervisory staff including instruction and business affairs which, in his/her judgment, best serves the School District.

IX. EVALUATION AND STAFF DEVELOPMENT

Board: ⇒ Establish strong and fair policies related to the evaluation of all Columbia School District staff.

⇒ Serve as a role model to staff by evaluating the effectiveness of Board operations and Superintendent.

Superintendent: ⇒ Support Board policies regarding evaluation and approach your own evaluation as well as the evaluation of those you supervise with the serious intent to work toward improvement.

Administration: ⇒ Serve as a role model to those you supervise through your own willingness to be evaluated.

All: ⇒ Commit to being supportive of each other's need to be recognized and rewarded for achievements as well as to be counseled and assisted when concerns about performance arise.

⇒ Commit to being pro-active in your own education, growth and development and be supportive of the growth and development of others.

Legal References:	RCW 28A.343.390	Directors — Quorum — Failure to attend meetings
	RCW 28A.320	Provisions applicable to all districts
	RCW 28A.330.100	Additional powers of the board
	RCW 28A.330.030	Duties of president
	RCW 28A.330.080	Payment of Claims — Signing of warrants
	RCW 28A.330.200	Organization of the board — Assumption of superintendent's duties by board member, when
	RCW 28A.330.040	Duties of vice-president

Columbia School District
Adopted January 28, 2008
Revised: 04.97; 12.07
Classification: Optional

Policy Adoption, Manuals and Administrative Procedures

Policy Adoption

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

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

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

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

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

Policy Manuals

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

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

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

Administrative Procedures

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

When a written procedure is developed, the superintendent may submit it to the board as an information item. Such procedures need not be approved by the board, though the board may request a revision when it appears that they are not consistent with the board's intentions as

expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; however, on controversial topics, the superintendent may request prior board consultation.

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

Columbia School District
Adopted: January 23, 2012
Revised: 02.00; 12.11
Classification: Priority

SUSPENSION OF A POLICY

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

Legal References: RCW 28A.320.010, Corporate powers
 RCW 28A.320.040 Directors — Bylaws

ADMINISTRATION IN THE ABSENCE OF POLICY OR PROCEDURE

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

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

Meeting Conduct, Order of Business and Quorum

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 7:00 p.m. on the fourth Monday of each month in the District Board Room or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of the business the board will transact must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting, unless the district does not have a website or employs fewer than ten full-time equivalent employees.

If the board will hold regular meetings at places other than the District Board Room, or 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.

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 electronic mail. The notice must be posted on the district's website unless the district 1) does not have a website, 2) employs fewer than ten full-time equivalent employees; or 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

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

A board member waives the written notice requirement if he or she:

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

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

Emergency Meetings

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

Public Notice

The board will give proper public notice for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the District Board Room.

All meetings 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 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 simultaneous aural communication 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 e-mail, 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.

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, the board will provide a period at the beginning of the meeting during which visitors may address the board on any topic within the scope of the board's responsibility. The board may structure the 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;

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

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

Management Resources: 2018 – August Issue
2014 - June Issue
2013 - April Issue
2012 - June Issue
Policy News, June 2005 Special Meeting Notice Requirements

Columbia School District #400

Adoption Date: **November 26, 2018**

Classification: **Essential**

Revised Dates: **02.00; 06.05; 06.12; 12.12; 04.13; 06.14; 08.18**

Meeting Conduct, Order of Business and Quorum

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

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

Meeting Notices

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

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

The notice of the meeting must also be posted on the district's website, the door of the main district offices and the door at the location of the meeting if it is different from the district's offices. The district does not have to post on its website if it: (1) doesn't have one; (2) employs fewer than ten full-time equivalent employees; or (3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

All public notices of board meetings should inform persons with disabilities that they may contact the superintendent's office so that arrangements can be made for them to participate in board meetings.

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

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

Meeting Recess and Continuation

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

Reviewed October 2014

Revised Dates: 12.11; 06.12; 04.13; **06.14**

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 place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the *chair/president*.

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

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

in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district.

Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the district reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the district, if public discussion is likely to result in an adverse or financial consequence to the district.

Closed Sessions/Private Meetings

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

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

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

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

Columbia School District #400

Adoption Date: September 25, 2017

Classification: Discretionary

Revised Dates: 06.01; 12.11; 07.17

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 website not less than twenty-four (24) hours prior to the start time of the meeting, unless the district does not have a website or has fewer than ten full-time equivalent employees.**

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

Consent Agenda

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

Any item which appears on the consent agenda may be removed 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: 6215 - Voucher Certification and Approval
6020 - System of Funds and Accounts
1400 - Meeting Conduct, Order of Business and Quorum

Legal References: RCW 42.30.080 Special meetings
SHB 2105

Management Resources: **2014 – June Policy & Legal News Issue**
2012 - June Issue

Columbia School District
Adopted: October 27, 2014
Classification: **Essential**
Revised Dates: 02.00; 12.11; 06.12; **06.14**

Proposed Agenda and Consent Agenda

Call to order
Flag salute
Approval of minutes of previous meeting(s)
Changes or Additions to the Agenda
Consent Agenda
Public Comments
Hearing of individuals or groups
Superintendent's Report
Personnel
 Certificated
 Classified
Students and school programs
Buildings and grounds
Transportation
Food services
Construction
Finance
 Audit of payroll and vouchers
 Financial reports
Reports by individual board members
Adjournment

Consent Agenda

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

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

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

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

AUDIENCE PARTICIPATION

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may make formal presentations. Such presentations should be scheduled in advance.

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

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

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

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

MINUTES

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

G. Signature of presiding officer and date minutes approved.

When issues are discussed that may require a detailed record, the board may direct the secretary to record the discussion. Audio or video recordings shall be maintained on file ~~for a period of six (6) years~~ **as follows**: ~~Any other verbatim records of a meeting shall be destroyed after the minutes have been approved.~~

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

Unofficial minutes shall be delivered to board members in advance of the next regularly scheduled meeting of the board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

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

Cross Reference:	Board Policy 6570	Data and Records Management <u>Property and Data Management</u>
Legal References:	RCW 28A.400.030	Superintendent's duties
	<u>RCW 40.14.070</u>	<u>Destruction of records</u>
	RCW 42.32.030	Public meetings — Minutes

Management Resources: **Policy News, April 2010 Retention of Board Meeting Minutes**

Columbia School District
Adopted: May 24, 2010
Revised: 12.99; 04.10
Classification: Optional

Absence of a Board Member

Whenever possible each board member 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 board member's absence from a meeting if requested to do so.

The board may declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than: 1) illness; 2) active or training military duty; or 3) those authorized by resolution of the board.

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

Cross References: 1220 - Board Officers and Duties of Board Members
1114 - Board Member Resignation and Vacancy

Legal References: RCW 28A.343.390 Quorum — Failure to attend meetings
RCW 42.12.010 Causes of vacancy
RCW 73.16.041 Leaves of absence of elective and judicial officers

Management Resources: 2016 – July Issue
Policy News, October 2001 Law Grants Board Members Military Leave

Columbia School District
Adopted: August 22, 2016

Classification: **Priority**
Revised Dates: **02.00; 12.01; 12.11; 07.16**

Conflicts Of Interest

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

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

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

Prior to approval of the employment of the spouse of a school director or the superintendent, the board of directors will be advised of the number of other individuals who are qualified for and interested in the position(s) to be filled. The district will not discriminate in any way against any applicant for a certificated position or any certificated employee on the basis of a family relationship with a school director or the superintendent. All employment decisions will be made on the basis of choosing the applicant which furthers the best interests of the school district.

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

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

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

Management Resources:

<i>Policy News</i> , April 2006	Conflict of Interest
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Columbia School District
Adopted: January 23, 2012
Revised: 08.99; 04.06; 12.11
Classification: Priority

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 Districts Only)	Additional powers of the board (First Class
	RCW 28A.400.010	Employment of superintendent —
	Superintendent's qualifications, general powers, term, contract renewal	
	RCW 28A.400.030	Superintendent's duties

Board-Staff Communications

The following communications procedures are established:

Staff Communications to the Board

All communications or reports to the board or individual board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. 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 schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

Social Interaction

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

Evaluation of the Superintendent

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

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.405.100 ———— Minimum criteria for the evaluation of
certificated employees, including administrators — Procedure — Scope —
Penalty~~
RCW 28A.400.010 Employment of Superintendent —
superintendent's qualifications, general powers, term, contract renewal

Columbia School District
Adopted: July 28, 2014
Revised: 04.98; 12.11; 12.13
Classification: Essential

Board Member Expenses

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

Reimbursable expenses are:

- A. Transportation expense including fares for commercial or public carriers and mileage at the district-approved rate when using one's own private vehicle;
- B. Fees and registration costs for conferences and meetings;
- C. Hotel or motel fees at a single-room rate;
- D. Reasonable expenses for meals; and
- E. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment shall not be reimbursed.

BOARD MEMBER INSURANCE

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

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

Cross Reference: Board Policy 6530 Liability Insurance

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

BOARD MEMBER COMPENSATION

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

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

Legal Reference: RCW 28A.343.400

Directors — Compensation — Waiver

Columbia School District

Adopted: April 24, 2000

Revised: 02.04.00

Classification: Priority (if district offers)

Board Member Compensation

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

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

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

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

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

Open Government Trainings

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

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

Legal References: RCW 28A.343.360, Oath of Office
 RCW 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 Resources: 2014 – June *Policy & Legal News* Issue
 Attorney General's Model Rules for compliance with the Public
 Records Act
 Attorney General's Open Government Trainings Act FAQs

Columbia School District
Adopted: October 27, 2014
Classification: **Essential**
Revised Dates: 06/14

ANNUAL GOALS AND OBJECTIVES

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

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

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

Columbia School District
Adopted: April 24, 2000
Revised: 12.15.98
Classification: Priority

EVALUATION OF THE BOARD

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

Cross References:	Board Policy 1005	Key Functions of the Board
	Board Policy 1810	Annual Goals and Objectives
	Board Policy 1822	Training and Development for Board
	Members	

TRAINING AND DEVELOPMENT FOR BOARD MEMBERS

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

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

Classification: Optional

Policy No. 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

**Columbia School District
Adopted: April 24, 2000**

Revised: 04.01.97

Classification: Optional