



**Date:** March 8, 2023

**To:** School Board Candidate Applicant for District 1

**From:** Mount Baker School Board of Directors

**Re:** Application Packet, Timeline, and Process

Thank you for considering serving on the Mount Baker School District Board of Directors. The application packet includes an application as well as pertinent information you should consider in determining whether or not you are able to serve the community as a director.

The application is due to Tammy Baisden, Assistant to the Superintendent by March 16, 2023 at 4:00 p.m. Her email is [tbaisden@mtbaker.wednet.edu](mailto:tbaisden@mtbaker.wednet.edu). All applications will be reviewed to determine which applicants will be interviewed at the school board meeting on March 23<sup>rd</sup> at 6:00 p.m. This meeting is open to the public.



**BOARD OF DIRECTORS**  
**APPLICATION FOR BOARD POSITION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_, WA Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Current or previous experience as a parent / guardian of a student in the Mount Baker School District?  Yes  No

2. Why do you want to become a board member in the Mount Baker School District?

3. What do you consider to be the role of a school board member and the school board as a whole?

4. What interests and abilities do you possess which would contribute to successful service as a school board member?

5. Describe school and/or community activities in which you have been involved.

6. What related leadership experience do you possess?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Individual School Director Standards

Adopted by Washington State School Directors' Association

## **Standard 1. Values and Ethical Behavior**

To be effective, an individual school director:

- a. Places students' needs first and advocates for public education.
- b. Demonstrates commitment to equity and high standards of achievement for each student.
- c. Commits to treating each individual with dignity and respect.
- d. Models high ethical standards.

## **Standard 2. Leadership**

To be effective, an individual school director:

- a. Contributes to thoughtful governance discussions and decisions by being well informed, open minded and deliberative.
- b. Understands that authority rests with the board as a whole and not with individual directors.
- c. Is able to articulate and model appropriate school director roles and responsibilities.
- d. Actively participates in school director duties and responsibilities.
- e. Demonstrates group membership and leadership skills, working within the board structure.
- f. Respects the board's role in policy making and supports all adopted board policies.

## **Standard 3. Communication**

To be effective, an individual school director:

- a. Builds and maintains positive connections with the community and staff.
- b. Communicates accurately and honestly, with awareness of the impact of his/her words and actions.
- c. Listens carefully and with an open mind.
- d. Maintains civility and treats all people with respect.
- e. Maintains confidentiality of appropriate matters.
- f. Refers and guides people with concerns to appropriate staff.
- g. Welcomes parent, student and community input.

## **Standard 4. Professional Development**

To be effective, an individual school director:

- a. Commits the time and energy necessary to be informed and competent.
- b. Keeps abreast of current issues, research, applicable laws, regulations, and policies that affect public education.
- c. Participates in professional development, individually and with the board/superintendent team.

## **Standard 5. Accountability**

To be effective, an individual school director:

- a. Is accountable to the community and takes personal responsibility for his/her own words and actions.
- b. Respects and abides by board decisions.
- c. Meets expectations for transparency, including disclosing potential conflicts of interest and refraining from discussing or voting on those issues.
- d. Complies with board policies/procedures and the law.

## OVERVIEW OF NEW BOARD MEMBER RESPONSIBILITIES

**Kids first.** Always remember whom you are really working for. It's not the people who elected you. It's the children of the community who are counting on you to look out for their welfare and make decisions that will allow them to have the best education possible.

**Don't make promises.** During your campaign, you spoke of the many issues that are facing the school system. You also shared many of your ideas on how to resolve them. Now it's time to investigate. Look at all aspects of the issue, the history of the problem, steps that have been taken so far, and who are the key people involved. A seemingly simple problem may have a very complicated resolution. Do the research.

**The public is counting on you to listen.** You will become a sounding board for anyone who has a complaint or a problem with a bus driver, teacher, or administrator. Be prepared to be stopped while grocery shopping or eating at your favorite restaurant. Listen with an open mind. Try to remember that every story always has many sides and refrain from making a quick judgment or promising to take care of the matter immediately. Instead, get as much information as you can and share it with the superintendent. Sometimes, the issue will have been resolved by the time it is brought to your attention. If not, the superintendent needs your information.

**Be prepared for meetings.** You will receive a packet of information from the superintendent before each meeting. The packet will contain an agenda and related documents and information. Take time to read the packet's contents so you are prepared when issues are discussed in open session. Meet with your Superintendent if necessary to answer questions.

**Learn to distinguish policy from procedure.** Remember this mantra: Policy is the "what"; procedure is the "how." Your role as a school committee member is to work with the other board members in developing policies (the "whats") that are in the district's best interest. The superintendent's job is to focus on the "how" — the procedure that will best carry out the policy or directive. Although it may be tempting, try to refrain from telling the superintendent how to implement a policy decision. The superintendent is in the best position to decide how new policy will be implemented and should inform the committee of his/her actions.

**Establish ground rules.** Work with the other committee members to establish ground rules for public meetings. What is the protocol for comments? Will you go through the chair? Should you respond to public comments? You may deal with some very volatile issues during your tenure. Sometimes emotions will run high. Discuss with the board the importance of civility at meetings. Members can certainly disagree, but it can be done respectfully. The public needs to know the board acts appropriately, works cooperatively and is in control. You need to give them that confidence.

**No surprises.** If at all possible, don't surprise the superintendent at meetings. In other words, try to contact the superintendent before bringing up a new issue that might require an immediate response. No one likes to be put on the spot before having a chance to look into an issue. Expect the superintendent to return the courtesy.

**Stay focused.** The number of issues that need to be addressed may seem overwhelming. Work with the other members to establish a plan with priorities and timelines instead of tackling all the problems all at once. You must be patient to do this because each member will have an issue that they feel is most important.

**Be a cheerleader for the schools.** Support the efforts of those who work in the schools. I'm certainly not advising you to ignore or deny problems, but remember to let the public know of the good things that are happening. You and I know that the things that need correction will be found quickly. Show the community that you are seriously working to improve the system, but that you also recognize progress and achievement.

**Realize there is a time commitment.** As elected officials, we have a responsibility to the community, parents and children of our school district. They are our customers, and this is going to take a commitment of time and energy on your part. Be aware that you may have to give many hours each month to this volunteer effort!

## MOUNT BAKER SCHOOL BOARD CODE OF ETHICS

***As a member of my local board of directors, I will strive to improve student achievement in public education, and to that end I will:***

Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;

Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent;

Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas that differ from mine;

Recognize that the superintendent is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about district decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of district operations to the superintendent, not to district staff or to a board meeting;





Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken; and

**Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.**

# Mount Baker School District

## Proposed Board of Director Districts based on Census 2010 Geography

Proposed Board Districts  
as Approximated Using  
Census 2010 Geography

-  1st District
-  2nd District
-  3rd District
-  4th District

District  
Outline

