

Selkirk School District

Board of Directors

Handbook

Updated: July 2, 2007

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The information contained in this school board handbook will be reviewed annually by the collective board of directors during a summer work session and the superintendent shall be responsible for bringing before the board information that should be updated. All sections included are based on RCW, WAC, or recommendation of the Washington State School Directors' Association. Each board member will receive a handbook upon election or appointment to the school board and will be responsible for familiarizing themselves with the contents.

ELECTION

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

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

A person may become a candidate for a place on the board by filing a declaration of candidacy with the county auditor during the June filing period as prescribed by law. If the school district includes territory in two or more counties, the declaration of candidacy shall be filed with the county auditor of the county designated by the Superintendent of Public Instruction as county to which the district belongs, pursuant to RCW 28A.323.040. In the event that there are more than two candidates for any position on the board, a primary election shall be held on the third Tuesday of August in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

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

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

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

(WSSDA 1110 – as of July 2, 2007)

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.

(WSSDA 1110P – as of July 2, 2007)

OATH OF OFFICE

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

(WSSDA 1111 – as of July 2, 2007)

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.

(WSSDA 1113 – as of July 2, 2007)

BOARD MEMBER RESIGNATION

Upon receipt of a director's written resignation, the board shall consider the resignation at its next regularly scheduled meeting. The board shall then accept the resignation by formal action and declare the board position vacant unless the resignation is withdrawn any time prior to the board's action.

(WSSDA 1114 – as of July 2, 2007)

VACANCIES

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

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

(WSSDA 1115 – as of July 2, 2007)

Procedures - Vacancies

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

- A. Announcement of the vacancy and the procedure for filling it shall be made in the general news media as well as general district publications to patrons.
- B. All citizens shall be invited to nominate candidates for the position provided that the nominees shall be registered voters who reside in the director district in which the vacancy occurs.

- C. The board secretary shall notify all nominees by sending them a summary of director responsibilities and soliciting from them a biographical sketch as well as a statement about their interest in being a board member. Upon their request, the board secretary shall provide nominees with orientation information.
- D. The board shall screen the nominees.
 - 1. If there are more than five, it shall select for interviews the five whose prior experience and expressed interest suggest that they will be most able to contribute breadth of view to the board's deliberations as well as effectively represent a large segment of the community.
 - 2. Possible topics to discuss during the interview are:
 - a. Review the WSSDA Code of Governance with the group of board nominees.
 - b. Give a brief biographical sketch of self: training, interests, experience on policy boards, community and/or school activities, etc.
 - c. Describe the major strengths of the district.
 - d. Describe the major shortcomings of the district.
 - e. Describe how your experience, training and interest can contribute to the improvement of the district.
 - f. Identify any commitments which might prevent you from attending regularly scheduled meetings, participation in workshops, reviewing study materials, etc.
 - g. Allow the nominee an opportunity to ask any questions.
- E. The board shall appoint the nominee who in the judgment of at least three members of the board is most likely to contribute to the growth and development of the district's educational programs and operations.
- F. The board secretary shall prepare for the signatures of all board members a letter thanking all nominees for the position and commending them for their interest in the district.

(WSSDA 1115P – as of July 2, 2007)

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting in December annually, the board shall elect from among its members a chair, vice chair, legislative representative, alternate legislative representative, and WIAA representative. to serve one-year terms. Any changes in officers shall be effective January 1.

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

Chair

The chair shall preside at all meetings of the board and sign all papers and documents as required by law or as authorized by action of the board. The chair shall conduct the meetings in the manner prescribed by the board's policies, provided that the chair shall have the full right to

participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

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

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

When time and circumstance demand an immediate decision from the board, and the board has no opportunity to confer, the chair is authorized to make decisions on behalf of the board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the board for review and ratification.

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

The chair shall confer with the superintendent regarding sensitive issues which need immediate attention. When appropriate, he/she will confer with individual board members when other opinions should be sought.

Vice Chair

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

Legislative Representative

A legislative representative shall serve as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative shall attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the board of the issues.

Alternate Legislative Representative

An alternative legislative representative shall serve as the board's liaison with the Washington State School when the legislative representative is unavailable.

WIAA Representative

A WIAA representative shall serve as the board's liaison with the Washington Interscholastic Activities Association. The WIAA representative shall monitor proposed WIAA rules and regulations and inform the board of the issues.

Duties of Individual Board Members

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

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

Each member is obligated to attend board meetings regularly. Whenever possible, each director shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

(WSSDA 1220 plus Alt. and WIAA – as of July 2, 2007)

BOARD SECRETARY

The superintendent as board secretary shall be responsible for:

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

(WSSDA 1230 – as of July 2, 2007)

PROPOSED AGENDA AND CONSENT AGENDA

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in accordance with the chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least two (2) days in advance of the regular meeting and will be available to any interested citizen at the superintendent's office on the day of the scheduled meeting.

Consent Agenda

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

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

(WSSDA 1420 – as of July 2, 2007)

Consent Agenda Procedures

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

(WSSDA 1420P – as of July 2, 2007)

BOARD MEMBER EXPENSES

The actual and necessary expenses of a director, administrator, staff member or designee of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district.

(WSSDA 1731 – as of July 2, 2007)

Procedures - 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.

(WSSDA 1731P – as of July 2, 2007)

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.

(WSSDA 1732 – as of July 2, 2007)

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.

(WSSDA 1810 – as of July 2, 2007)

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.

(WSSDA 1820 – as of July 2, 2007)

DRAFT

SECTION 1000 SCHOOL BOARD POLICIES

The Selkirk Consolidated School District #70 board policy manual contains the following policies that are specific to the board of directors. The most recent version of these policies can be accessed through the district's website located at: www.selkirk.k12.wa.us Hard copies are also available at the district office.

1000 – Legal Status and Operation

1005 – Key Functions of the Board

1105 – Director District Boundaries

1112 – Director Orientation

1310 – Policy Adoption, Manuals & Administration

1320 – Removal of a Policy

1330 – Administration in the Absence of Policy & Procedures

1400 – Meeting Conduct, Order of Business, & Quorum

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