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## **LEGAL STATUS AND OPERATION**

### **Legal Status**

The board of directors of the Naselle-Grays River Valley School District is the corporate entity established by the state of Washington to plan and direct all aspects of the district's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

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

### **Organization**

The corporate name of this school district is Naselle-Grays River Valley School District No. 155, Pacific and Wahkiakum County, State of Washington. The district is classified as a second-class district and is operated in accordance with the laws and regulations pertaining to second-class districts.

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

### **Number Of Members And Terms Of Office**

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

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

Policy No. 1000  
Board of Directors

Cross References:	Board Policy 1111	Oath of office
Legal References:	RCW 28A.150.230	Basic Education Act of 1977
	RCW 28A.315.035	Organization of school districts
	RCW 28A.343.300	Director — Elections — Terms — Numbers
	RCW 28A.343.320	Directors — Declaration of candidacy
	RCW 28A.343.330	Directors — Ballots— Form
	RCW 28A.320.010	Corporate powers
	RCW 28A.320.020	Liability for debts and judgments
	RCW 28A.320.040	Directors — Bylaws
	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 and office

**Adoption Date:** 051606  
**School District Name** Naselle-Grays River Valley  
**Revised:** 04.10.00

## KEY FUNCTIONS OF THE BOARD

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

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

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

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

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

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

**Adoption Date:**  
**School District Name**  
**Revised: 04.01.97**

## DIRECTOR DISTRICTS

It is the responsibility of the Board of Directors to establish the boundaries of the internal director districts of the school district, and to redistrict the director districts as necessary.

The Board of Directors, with the assistance of the administration, the ESD and the State Redistricting Commission, shall develop a plan of proposed director districts within eight months of any of the following events:

1. Receipt of federal decennial census data;
2. Consolidation of the district with one or more other districts;
3. Transfer of territory to or from the district;
4. Annexation of territory to or from the district; or
5. Approval by a majority of the district's voters of a proposal to divide the district into director districts.

Legal References:	RCW 29A.76.010	Redistricting by counties, municipal corporations, and special purpose districts
	RCW 28A.343.030	Directors' districts in certain school districts — Election to authorize division in school districts not already divided into director districts
	RCW 28A.343.040	Division or redivision of district into director districts
	28A.343.050	Dissolution of directors' districts
	28A.315.195	Transfer of territory by petition- Requirements – Rules – Costs
		Restructuring First Class Director Districts

Management Resources: Policy News, August 2008

**Adoption Date:** 102108  
**School District Name** Naselle-Grays River Valley  
**Revised:** 02.00; 08.05; 0808



RCW 29A.52.210  
RCW 42.12.010

Local primaries  
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

**Adoption Date: November 15, 2011**  
**School District Name: Naselle-Grays River Valley**  
**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 are urged to attend public meetings of the board. All public information about the school system will be made available to them.

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

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

**Date: November 15, 2011**

**Revised:**

## **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.

Legal Reference:      RCW 28A.343.360              Oath of office

**Adoption Date:**  
**District Name:**  
**Revised: 02.04.00**

## **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, Governing Through Policy, 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) respond to a complaint concerning staff or program, and (4) handle confidential information.

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

## **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 Board Policy 1110 Board Policy 1114 Board Policy 1115	Director District Boundaries Elections Board Member Resignation Vacancies
Legal References:	RCW 28A.343.340 RCW 28A.343.350 RCW 29A.04.151 RCW 29A.76.010  RCW 42.12.010  AGO 1975 No. 8	Directors — When elected — Eligibility Residency Residence Redistricting by counties, municipal corporations, and special purpose districts Causes of Vacancy  Vacancy upon voluntary change of residence out of director district (note modification by 1999 amendment codified as RCW 28A.343.350)

**Adoption Date:** 051606  
**School District Name:** Naselle-Grays River Valley

## **BOARD MEMBER 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:	RCW28A.310.030	ESD Board Membership Board Member Districts
	RCW28A.343.370	Directors Vacancies
	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 29A.04.151	Residence
	RCW42.30.110(h)	Executive sessions Board member interviews in open public meeting

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

**Adoption Date:**                    **111511**  
**School District Name:**        **Naselle-Grays River Valley**  
Revised: 10.00; 6.09; 10.11  
Classification: Discretionary

## **ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS**

At the first regular meeting at which newly elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a chair/president and a vice 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 shall be elected immediately. In the absence of both the *chair/president* and the vice president, the board shall elect a president pro tempore who shall perform the functions of the *chair/president* during the latter's absence.

The superintendent shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent shall appoint a recording secretary of the board.

In even-numbered years in June a legislative representative shall be elected who shall serve a two-year term.

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

- A. Welcome and introduction of newly elected board members by the *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).

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

Legal References:	RCW 28A.330.010	Board president, vice-president — Secretary
	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 28A.330.050	Selection of personnel, manner
	RCW 28A.400.030	Duties of superintendent as secretary
	RCW 29A.20.040	Superintendent Duties
		Local elected officials, commencement of term of office-Purpose

**Adoption Date:** 4/19/11  
**School District Name:** Naselle-Grays River Valley

## **BOARD OFFICERS AND DUTIES OF BOARD MEMBERS**

### **Chair/President**

The *chair/president* 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/president* shall conduct the meetings in the manner prescribed by the board's policies, provided that the *chair/president* 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/president* 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/president* 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.

The *chair/president* is authorized to consult with the superintendent on issues prior to presentation to the full board and perform tasks to facilitate board meetings.

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

The *chair/president* shall confer with the superintendent regarding board meeting, study session and board retreat planning.

### **Officers of the Board: Vice Chair/President**

The *vice chair/president* shall preside at board meetings in the absence of the *chair/president* 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 assume office July 1st in an even year for a two-year period. 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.

## **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.

Legal References:	RCW 28A.343.390	Directors — Quorum — Failure to attend meetings may result in vacation of office
	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
	RCW 28A.330.040	Duties of vice-president

**Adoption Date:** 102108  
**School District Name:** Naselle-Grays River Valley  
Revised: 04.97; 12.07



## **SCHOOL DIRECTOR LEGISLATIVE PROGRAM**

The board will represent the district's interests in legislative action to promote the welfare of public education in the state of Washington or will direct those interests to be represented through its executive officer, the superintendent or designee.

As a public entity, the board must operate within the bounds of state and federal laws affecting public education. To effectively meet these responsibilities to the public and students of the district, the board will work vigorously for the passage of new laws designed to advance the cause of effective schools and for the repeal or modification of existing laws that impede this cause. The board also supports a legislative program that fosters the maintenance of local control in decision making and governance within the district.

To achieve these goals, the board will periodically study, discuss and weigh the merits of pending legislation for the purpose of establishing its official position through board action. When established, these official positions will be the position of the district in the legislative process.

### **Board Legislative Activities**

The board will:

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

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

### **WSSDA Legislative Representative**

The board's Washington State School Directors' Association legislative representative serves as the contact person and acts as the coordinator of the board's state legislative activities. The legislative representative also serves as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative shall assume office July 1 in an even year for a two-year period. The legislative representative shall:

- A. Attend Washington State School Directors' Association Legislative Assemblies conveying local views and concerns to that body and participating in the formulation of state legislative programs;
- B. Monitor proposed education legislation;
- C. Inform the board of pending legislative issues and existing or proposed WSSDA legislative positions; and
- D. Participate in WSSDA's activities related to legislative representatives.

Cross References: Board Policy 1220  
Members

Board Officers and Duties of Board

Management Resources: *Policy News*, August 2009

Role of the Board Legislative  
Representative

**Adoption Date:** November 17, 2009  
**School District Name:** Naselle-Grays River Valley  
**Revised:** 8.09  
**Classification:** Optional

## COMMITTEES

Committees of the board may be created by a majority of the board. The chairman shall appoint board members to serve on such committees, the purpose and terms of which shall be determined by a majority vote of the board.

Cross Reference:      Board Policy 4110              Citizen's Advisory Committees

Legal Reference:      RCW 28A.320.040              Directors — Bylaws

**Adoption Date:**  
**School District Name:**  
Revised: 04.01.97

## **POLICY ADOPTION, MANUALS AND ADMINISTRATIVE PROCEDURES**

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

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

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

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

### **Policy Manuals**

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

The manual is intended both as a tool for district management as well as a source of information to patrons, staff and others about how the district operates. To that end each administrator shall have ready access to the manual. In addition, a manual shall be available in the District Office, the district's website, and such other places as the superintendent may determine for use of the staff, students and patrons.

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

### **Administrative Procedures**

In the event that a model policy developed by the Washington State School Directors' Association (WSSDA) is accompanied by a model procedure, then both the policy and procedure will be provided to the board in the board meeting materials for the meeting which the policy is presented for first read. Other procedures shall be developed by the superintendent and submitted to the board as an information item. While procedures do not normally require board approval, the board may, at its discretion, assert approval authority over a procedure. On controversial topics the superintendent may request board consultation. Procedures will be included in the district's website along with the associated policy.

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

**Adoption Date: January 21, 2020**  
**School District Name: Naselle-Grays River Valley School District**  
**Revised: 02.04.00**

## **SUSPENSION OF A POLICY**

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

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

**Adoption Date:**  
**School District Name:**  
Revised: 04.01.97

## **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.

**Adoption Date:** 031604  
**School District Name:** Naselle-Grays River Valley  
Revised: 04.10.98

## **Meeting Conduct, Order of Business and Quorum**

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

### **Meetings**

#### **A. Regular Meetings**

Regular meetings are held at 6:30 p.m. on the third Tuesday of each month in the Middle School commons, except beginning in the 2015-16 school year, in the months of December, April and August, meetings will be held at the Grays River Fire Hall at 6:30 p.m. on the third Tuesday of each month. Meetings will be held at other times and places as determined by the presiding officer or by majority vote of the board. If regular meetings are to be held at places other than the Middle School Commons or Grays River Fire Hall, or are adjourned to times other than a regular meeting time, notice of the meeting will be made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.

#### **B. 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 or 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.



The written notice requirement will be deemed waived if a member:

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

Final disposition will not be taken on any matter other than those items stated in the meeting notice.

### **C. 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**

Public notice will be properly given for any special meeting; whenever a regular meeting is adjourned to another time or when a regular meeting is to be held at a place other than the Middle School Commons.

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

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

A majority of the board members will be considered as constituting a quorum for the transaction of business.

## **Meeting Conduct and Order of Business**

All board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present. At a special meeting, final action may be taken only on that business contained in the notice of the special meeting.

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, including video conference or teleconference-- that provides, at a minimum, simultaneous aural communication to those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate ; and 4) the communication platform is generally known and accessible to the public.

The board will establish its regular order of business, but may elect to change the order by a majority vote of the members present. All votes on motions and resolutions will be by voice vote unless an oral roll call is requested by a member of the board. Votes will be approved by the majority of those present and voting, unless otherwise required by law. No action will be taken by secret ballot at any meeting required to be open to the public.

An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

During board meetings, board members will refrain from communicating electronically (e.g. by email, text, social media) with their fellow board members.

## **Public Comment**

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 present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that 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 will first be recognized by the *chair/president*.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The *chair/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 has the final decision in determining the appropriateness of all such rulings.

School District Name: Naselle-Grays River Valley Revised: 02.00; 06.05; 06.12; 12.12; 04.13, 7.15

Most Recent Adoption Date: 10/16/2018

## **Procedure 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. 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 than 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.

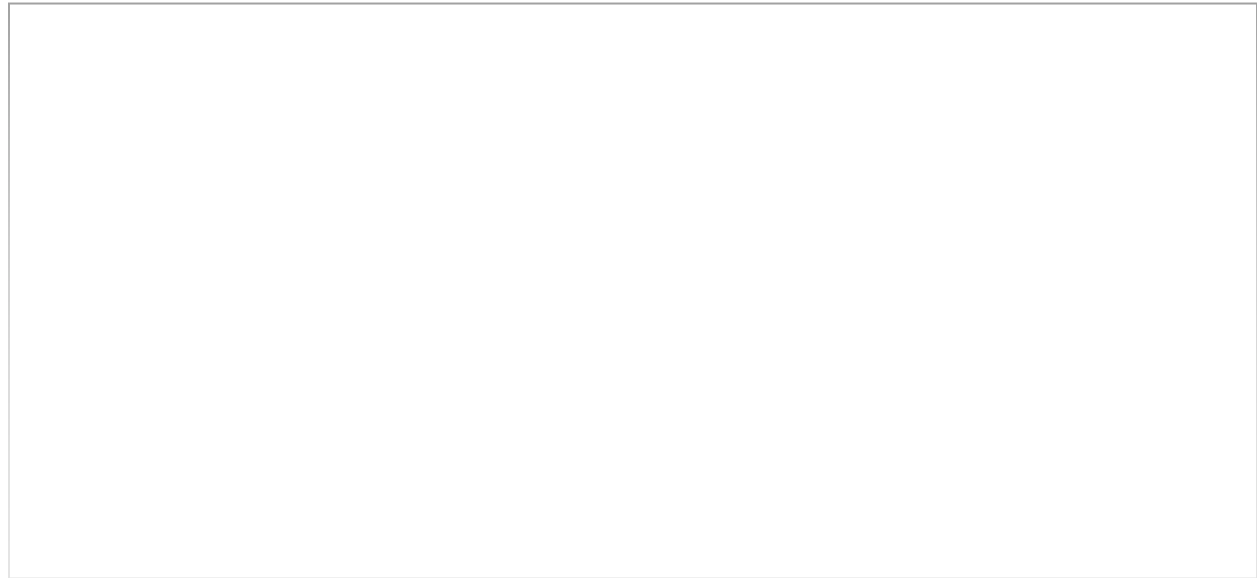
Each director should receive a printed agenda twenty-four hours in advance of the meeting. While other items of business may be discussed at a special meeting, no final action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session 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.

- Date: 06.12



## 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.

**Adoption Date:** 082002, 09/19/17  
**School District Name** Naselle-Grays River Valley

## **PROPOSED AGENDA AND CONSENT AGENDA**

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in accordance with the *chair/president*. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be delivered 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.

### **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.

Cross Reference:     Board Policy 6215  
                          Board Policy 6020

Voucher Certification and Approval  
System of Funds and Accounts



## **Proposed Agenda and Consent Agenda**

Call to order

Pledge of Allegiance

Changes or Additions to the Agenda

Board Recognition

Consent Agenda

Community Input

Correspondence

Personnel

Unfinished Business

New Business

Curriculum

Business

Facilities

Superintendent's Report

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:

1. Authorization of superintendent to sign claim forms in behalf of district
2. Approval of personnel actions (resignations, retirements, employments, discharges) during the month
3. 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

**Adoption Date:**  
**School District Name**  
Revised: 04.01.97

## MINUTES

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

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

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

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

Cross Reference:      Board Policy 6570                      Data and Records Management

Legal References:      RCW 28A.400.030                      Superintendent's duties  
                                    RCW 40.14.070                          Destruction of records  
                                    RCW 42.32.030                          Public meetings—Minutes

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

**Adoption Date:** 051810  
**School District Name:** Naselle-Grays River Valley School  
Revised: 12.16.99; 04.10

Policy No. 1450  
Board of Directors

## **ABSENCE OF A BOARD MEMBER**

Whenever possible each board member shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board member's absence from a meeting if requested to do so.

The board may declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than illness or active or training military duty.

If a board member is on active duty or training status with the military, the board shall grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the board 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 the end of the board member's term.

Cross References: Board Policy 1115 Board Vacancies

Legal Reference: RCW 28A.343.390 Directors — Quorum — Failure to attend  
meetings  
RCW 73.16.041 Leaves of absence of elective and judicial  
officers

**Adoption Date:** 082002  
**School District Name:** Naselle-Grays River Valley

Policy No. 1610  
Board of Directors

## **CONFLICTS OF INTEREST**

No school director or the superintendent shall be beneficially interested, directly or indirectly, in any contract made by, through or under the supervision of the director or superintendent, except as provided below:

- A. Any contract, purchase of materials or activity paid for from school funds if the total volume received by the district officer or his or her business does not exceed \$1,500.00 in any calendar month. The district shall maintain a list of all contracts covered under this paragraph and the list shall be available for public inspection and copying.
- B. An individual director may be designated as clerk and/or purchasing agent at the prevailing hourly wage.
- C. 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. The superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the anticipated needs for short-term and one-day substitute teachers, and the superintendent must ensure that substitute teachers are assigned to available positions in a fair and impartial manner.
- D. Prior to approval of the employment of a director or spouse of a school director or superintendent, the board of directors shall be advised of the number of other individuals who are qualified for and interested in the position(s) to be filled. The district shall not discriminate in any way against any applicant for a certified position or any certificated employee on the basis of a family relationship with a school director or the superintendent. All employment decisions shall be made on the basis of choosing the applicant which furthers the best interest of the school district.
- E. 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.
- F. A director may not vote on the authorization, approval or ratification of a contract in which he or she beneficially interested and to which one of the exemptions described above applies.
- G. Whenever a director, or his or her spouse or dependent is employed by the district, the director shall 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 shall maintain a log of any contract subject to this policy and annually or when a new director assumes office, shall inform the board of the existence of all such contracts.

Policy No. 1610  
Board of Directors

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

**Adoption Date:**

**School District Name:**

Revised: 08.11.99; 02.18.02

2<sup>nd</sup> Class Districts Only

Policy No. 1610

Board of Directors

## **CONFLICTS OF INTEREST**

Individual directors and the superintendent shall 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:

1. 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;
2. A director may be employed as a bus driver at the same compensation and on the same terms as other district bus drivers; and
3. A director may enter into nonsalaried financial transactions not to exceed \$1,500 in any calendar month. The district shall maintain a list of all contracts covered under this paragraph and the list shall be available for public inspection and copying.
4. A school director may be designated as district clerk and/or purchasing agent.
5. 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.
6. 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.

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 shall be advised of the number of other individuals who are qualified for and interested in the position(s) to be filled. The district shall 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 shall be made on the basis of choosing the applicant which furthers the best interests of the school district.

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.

Whenever a director, or his or her spouse or dependent is employed by the district, the director shall 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.

2<sup>nd</sup> Class Districts Only

Policy No. 1610

Board of Directors

The superintendent shall maintain a log of any contract subject to this policy and annually, or when a new director assumes office, shall 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
	RCW 28A.635.050	Certain corrupt practices of school officials--Penalty
	RCW 42.23.030	Interest in contracts prohibited--Excepted cases
	RCW 42.23.040	Remote interests



**Adoption Date:** 091906  
**School District Name:** Naselle-Grays River Valley

Policy No. 1620  
Board of Directors

## **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 (Secretary), shall be responsible for the administration of the schools under applicable laws and policies of the district. The board shall delineate the duties of the superintendent and shall use them as the basis for evaluating the superintendent's performance. Unless specifically limited, the superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed by district policy or a vote of the board. The delegation of power or duty shall not relieve the superintendent of responsibility for the actions taken under such a delegation.

In order to perform their responsibilities, board members must be familiar with the operations within the schools. The superintendent shall establish communication procedures, which can enhance the board member's understanding of student programs and school operations.

Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.330.100	Additional powers of the board (First Class Districts Only)
	RCW 28A.400.010	Employment of superintendent —
	Superintendent's qualifications, general powers, term, contract renewal	
	RCW 28A.400.030	Superintendent's duties

Management Resources:

Policy & Legal News, February 2013 Policy Revisions

**Adoption Date:** 041613

**School District Name**        **Naselle-Grays River Valley**

Revised: 04.10.98; 12.11; 02.13

Classification: Discretionary

Procedure 1620P

## **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 will not deny any staff member's right to appeal to the board regarding administrative decisions, provided that the superintendent will 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 will 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 are not appropriate.

**Date:** 12.11  
**Revised:**

Policy No. 1630  
Board of Directors

## **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, the purpose of which shall be the aiding of the superintendent in his/her performance. The board, on the basis of the evaluation, may terminate, renew and/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 18A.400.010	Employment of Superintendent- superintendent's qualifications, general powers, term, contract renewal

**Adoption Date:** 01/21/14

**School District Name:** Naselle-Grays River Valley

Revised: 04.98; 12.11

Classification: Essential

Policy No. 1731

Board of Directors

## **BOARD MEMBER EXPENSES**

The actual expenses of board members while traveling to and from and attending board meetings may be paid. The expenses of board members who attend conferences or meetings as representatives of the district may be paid. Such expenses for conferences may be paid in advance. A director may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Cross References: Board Policy 6213  
Board Policy 6212

Reimbursement for Travel  
Charge Card

Legal References: RCW 28A.320.050  
anticipated expenses  
RCW 43.03.170  
Limitations

Reimbursement of expenses — Advancing  
Advance warrants — Issuance —

**Adoption Date:**  
**School District Name**  
Revised: 04.01.97

Procedure 1731P

## **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.



**Adoption Date:**  
**School District Name:**  
**Revised: 04.01.97**

Policy No. 1733  
Board of Directors

## **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

**Adoption Date:**  
**School District Name**  
Revised: 02.04.00

Procedure 1733P

## **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.



**Date:**  
Revised:

Policy No. 1810  
Board of Directors

## **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 1820	Evaluation of the Board
	Board Policy 1822	Training and Development

**Adoption Date:**  
**School District Name**  
Revised: 12.15.98

Policy No. 1820  
Board of Directors

## **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  
                              Board Policy 1810  
                              Board Policy 1822  
                              Members

Key Functions of the Board  
Annual Goals and Objectives  
Training and Development for Board

**Adoption Date:**  
**School District Name**  
Revised: 12.15.98

Procedure 1820P

## **Evaluation of the Board**

Each individual board member shall annually review the code of governance as a basis for evaluating his/her own conduct as an elected representative of the board of directors.

Collectively, the board shall evaluate its performance in terms of its four major functions:

**Vision** – The board shall demonstrate its responsibility for providing a community vision of its schools by:

Working with the community to determine the district’s educational program and what students need to know and be able to do;

Formulating educational goals based on these community expectations and the needs of students;

Encouraging leadership, instruction and assessment, and curriculum development activities directed toward goals; and

Annually reviewing the district’s progress and direction against its vision.

**Structure** – The board shall demonstrate its responsibilities for establishing a organizational structure by:

Enacting policies that provide a definite course of action;

Monitoring the implementation of policies;

Employing qualified staff;

Reviewing proposed labor agreements, staffing recommendations and staff evaluations;

Formulating budgets; and

Working to ensure a healthy learning and working environment that supports continuous improvement.

**Accountability** – The board shall demonstrate accountability by:

Encouraging citizen involvement in the schools.

Reviewing budget proposals, revenues and expenditures;

Approving materials, equipment and/or methods consistent with goals;

Requiring and monitoring periodic evaluations of school programs.

Reviewing building and grounds maintenance and needs,

Reviewing transportation services and other support services; and

Initiating and reviewing internal and external audits.

**Advocacy** – The board shall advocate for education and on behalf of students and their schools by:

Keeping the community informed about its schools;

Participating in school and community activities; and

Encouraging citizen involvement in the schools.

Date: 031604

Policy No. 1822

Board of Directors

## **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  
                              Board Policy 1810  
                              Board Policy 1820

Key Functions of the Board  
Annual Goals and Objectives  
Evaluation of the Board

**Adoption Date:** 031604  
**School District Name** Naselle-Grays River Valley  
Revised: 12.15.98

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

**Adoption Date:**  
**School District Name:**  
**Revised: 04.01.97**