Policy Type: Governance Process

Governance Commitment and Beliefs **GP-1**

The Board, supporting the welfare of students, the work of staff, and the interest of the community, holds itself accountable to the citizens of the district by ensuring that all action it takes is consistent with law and the Board's policies.

1. In the fulfillment of this charge, the Board is committed to rigorous, continual improvement of its capacity to govern effectively through policy by defining its concerns in terms of values and its vision in terms of expectations.

2. The following beliefs reflect the district's fundamental values and character:
   a. Education is essential to a high quality of life.
   b. Every individual can learn.
   c. Learning is a lifelong process.
   d. Ability to adapt to change is essential.
   e. A shared set of basic values and ethical standards is essential to our community.
   f. A diverse population working in unity enriches a community.
   g. Integrity is essential for trust.
   h. Trust is fundamental to quality relationships.
   i. Hard work and perseverance are essential in order to maximize our potential.
   j. High expectations are important for student learning.
   k. Every individual has value and is entitled to be treated with respect.
   l. Every individual has a responsibility to contribute to a safe and civil school environment.
   m. Every individual has a responsibility to family, school, and community.
   n. Every individual is responsible for his or her decisions and behavior.

3. The Board's purpose is to assure that LCSD achieves the results described in its Ends policies and operates within the parameters described in its Executive Limitations policies.

Adopted: October 24th, 2006
Monitoring Method: Board Self-Assessment
Monitoring Frequency: Annually in July

Governing Style **GP-2**

The Board will govern with emphasis on organizational vision rather than on interpersonal relationships; encourage diversity in viewpoints; focus on strategic leadership rather than administrative detail; observe clear distinction between Board and Superintendent roles; make collective rather than individual decisions; exhibit future orientation rather than past or present; and govern proactively rather than reactively.

Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board will work in partnership with the Superintendent, staff, students, parents, and the community. The Board, not the Superintendent or staff, will be responsible for excellence in governing. The Board will use the expertise of individual Board members to enhance the ability of the Board as a body, but will not substitute individual judgments for the Board's collective values.

2. The Board will hold itself accountable for governing with excellence. This self-discipline will apply to attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability.

3. The Board will direct, control, and inspire the district through the careful establishment of written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term benefits for students, not on the administrative or programmatic means of attaining those benefits.

4. Continuous Board development will include orientation of candidates and new members in the Board's governance process and periodic Board discussion and evaluation of process to assure continued improvement.

5. The Board will allow no officer, individual, or committee of the board to hinder or be an excuse for not fulfilling its commitments.

6. The Board will monitor the Board's process and performance quarterly (March, June, September and December). Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories.

7. The Board, by majority vote, may revise or amend its policies at any time. However, the norm is after review and monitoring as scheduled in GP-8-E, a proposed policy revision will be discussed at one session of the Board prior to being approved at a subsequent Board meeting. In emergency circumstances, the Board may approve a policy change without delay.

Policy Type: Governance Process

Board Self Assessment **GP-2-E**

The Board will use the following instrument to evaluate its performance during meetings. This evaluation will be done on a quarterly basis (March, June, September and December) and submitted to the board chair for tabulation (GP-5, 1-D).

Board Member: _____ Date of evaluation: _____

I. General Meeting Behavior

Rate the Board's meeting behavior over the past three months by assigning a numerical rating using the following scale:

1 = Failing 2 = Poor 3 = Satisfactory 4 = Good 5 = Commendable

1	2	3	4	5	
					The Board followed its agendas and did not allow itself to get sidetracked.
					The Agendas were well planned to focus on the real work of the Board.
					The meetings proceeded without interruptions or distractions.
					The Board's deliberations and decision-making processes were public.
					Participation was balanced. All participated; no one dominated.
					Members listened attentively, avoiding side conversations.
					Work was conducted in an atmosphere of trust and openness.
					Meeting participants treated each other with respect and courtesy.

Remarks:

II. Governance Principles Review

Were these principles followed? Mark "Yes" or "No". For any **not** followed, please add remarks.

Yes	No	N/A	
			Board actions occur at the policy level rather than at the operational level.
			The Board reviews policy about each topic before discussing that issue.
			In writing additional policies, the Board starts with a broad statement and becomes more detailed in a logical and disciplined sequence.
			The Board minimizes Board meeting time monitoring past performance.
			The Board routinely dedicates time to reviewing/improving its own process.
			The Board clarifies priorities/values when considering potential outcomes, beneficiaries, and costs of outcomes.
			The Board follows an annual calendar based on a plan for doing its work.
			The Board Chair helps the Board efficiently conduct its meeting.
			The Board spends most of its time deliberating issues, defining and clarifying its vision, and linking with its community, as opposed to "fixing things."
			The Board supports the Superintendent in any reasonable interpretation of its policy.

Remarks:

III. Overall

1 = Failing 2 = Poor 3 = Satisfactory 4 = Good 5 = Commendable

1	2	3	4	5

Mark the number that corresponds with your evaluation of the meetings.

Legal Status and Organization **GP-2-E1**

The Board of Directors of La Center 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.

1. Bylaws - The policies contained in GP-2-E1 through GP-2-E6 constitute the bylaws of the Board and define board organization and the manner of conducting its official business.

   Legal Reference:
   a. RCW 28A.320.010 Corporate Powers
   b. RCW 28A.150.230 Basic Education Act of 1977

2. Legal Status - The corporate name of this school district is La Center School District No. 101, Clark 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.

3. Legal Powers, Duties, and Responsibilities - In order to achieve its educational goals and fulfill its mission as reflected in the board approved strategic plan, 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 (RCW 28A), attorney general's opinions and regulations of the state Board of Education (WAC 180) and the state superintendent of pubic instruction (WAC 392) delineate the legal powers, duties and responsibilities of the Board.

   Legal References:
   a. RCW 28A.315.040 Organization of School Districts
   b. RCW 28A.315.100 Classes of Districts
   c. RCW 28A.320.010 Corporate Powers
   d. RCW 28A.320.020 Liability for Debts and Judgments
   e. RCW 28A.320.040 Directors-Bylaws

4. 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.

Policy Type: Governance Process

Election of Members **GP-2-E2**

The Board of Directors of La Center 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.

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

2. A person is legally qualified to become a board member who is a United States citizen, a qualified voter and resident of the school district. Staff of the district are precluded from serving on the board by RCW 42.23.030, which makes it unlawful for a director to receive employment compensation from the district.

3. 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. 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.

4. 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 term, directors shall take and subscribe to an oath of office.

Legal References:

a.	RCW 28A.315.450	Directors-Elections-Terms-Numbers
b.	RCW 28A.315.470	Directors-Declarations of Candidacy - Designation of Positions
c.	RCW 28A.315.480	Directors-Ballots-Form
d.	RCW 28A.315.490	Directors-Elected When-Qualifications
e.	RCW 29.01.140	Residence
f.	RCW 29.13.070	Primaries, When Held
g.	RCW 29.21.010	Primary Elections in Other Towns and Districts
h.	RCW 42.12.010	Causes of Vacancy
i.	RCW 28A.315.450	Directors-Elections-Terms-Numbers
j.	RCW 28A.315.470	Directors-Declaration of Candidacy
k.	RCW 28A.315.480	Directors-Ballots-Form
l.	RCW 28A.315.500	Directors-Oath of Office
m.	RCW 29.13.050	Commencement of terms of Officers-Organization of District Board of Directors

5. According to statutory provision, each new director shall take an oath 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:
a. RCW 28A.315.500 Oath of Office

Board Member Vacancy **GP-2-E3**

Board action may be required to fill a vacancy due to resignation or other extraordinary circumstances.

1. Resignation - If a board member ceases to maintain permanent residence in the district, the director shall resign immediately. Upon receipt by the board chair or board secretary of a director's written resignation for this or any other reason, 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 at any time prior to the board's action.

2. 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 for at least two weeks.
   b. All citizens shall be invited to nominate candidates for the position provided that the nominees shall be residents of the director district in which the vacancy occurs.
   c. The superintendent shall notify all nominees by sending them a summary of director responsibilities and orientation information and soliciting from them a biographical sketch as well as a statement about their interest in being a board member.
   d. The board shall screen the candidates, selecting for interview those whose prior experience and expressed interest suggest that they will be most able to contribute to the board's deliberations as well as effectively represent the community.
   e. Possible topics to discuss during the interview are:
      (1) Policy Governance with the group of board candidates.
      (2) A brief biographical sketch of the candidate: background, education, interests, experience on policy boards, community and/or school activities, etc.
      (3) The major strengths and shortcomings of the district.
      (4) How the candidate's experience, training and interest can contribute to the district.
      (5) Any time commitments which might prevent candidates from attending regularly scheduled meetings, participating in workshops, reviewing study materials, etc.
      (6) Any questions the candidate has for the board.
   f. The board shall appoint the candidate who, in the judgment of at least three of its members, is most likely to contribute to the district.
   g. The superintendent shall prepare for the signatures of all board members a letter thanking all candidates for the position and commending them for their interest in the district.

3. Appointment - The appointment shall be approved by roll call vote by not less than three members of the board. If there are fewer than three members, the educational service district board members shall fill the vacancy in accordance with law. Appointees shall meet the requirements provided by law and shall serve until the next regularly scheduled board election, at which time a director shall be elected for the unexpired term.

Legal References:

a.	RCW 28A.315.490	Directors-Elected when-Qualifications
b.	RCW 29.01.140	Residence
c.	RCW 42.12.010	Causes of Vacancy
d.	AGO 7508.00 – 1975 No. 8	Vacancy upon Voluntary Change of Residence Out of Director District
e.	RCW 28A.310.030	ESD Board Members - Number from Board Member Districts - Board Member District Boundaries - Determination of - Changes In
f.	RCW 28A.315.530	Directors-Filling vacancies
g.	RCW 28A.330.020	Certain board elections, manner and vote required

Application for Board Appointment **GP-2-E4**

Please use extra page if necessary.
Provide three letters of reference/recommendation with telephone numbers.

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

_____

Occupation: _____

Training/Education: _____

_____

Community and/or School Activities: _____

_____

Special Interest: _____

_____

Why do you wish to be appointed to the board of directors? _____

_____

_____

Describe how your experience, training and interest can contribute to improvement of the district:

_____

_____

_____

If appointed to a position on the board of directors, I agree to serve within the framework of the policies of the school district and to abide by the director's code of ethics.

_____
Signature of Candidate

Organization of Board of Directors **GP-2-E5**

At the first regular meeting following election of directors, the board shall elect from among its members a chair, a vice chair, and a legislative representative to serve one-year terms. Officers shall not be elected following the appointment of a board member to fill a vacancy unless a majority of the board is 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 and the vice chair, the board shall elect a chair pro tempore who shall perform the functions of the chair during the latter's absence.

1. The normal order of business shall be modified by considering the following matters after the approval of the minutes of the previous meeting:

   a. Welcome and instruction of newly-elected board members by the chair.
   b. Call for nominations for chair to serve during the ensuing year.
   c. Election of a chair (roll call vote).
   d. Assumption of office by the new chair
   e. Call for nominations for vice chair to serve during the ensuing year.
   f. Election of a vice chair (roll call vote).
   g. Call for nominations for legislative representative to serve during the ensuing year.
   h. Election of legislative representative.

   Legal References:

a.	RCW 28A.400.030	Superintendent's Duties
b.	RCW 28A.330.050	Duties of Superintendent as Secretary
c.	RCW 28A.330.010	Board Chair, Vice-Chair, Secretary
d.	RCW 29.13.050	Commencement of Terms of City, Town, and District Officers Elected Organization of District Boards of Directors
e.	RCW 28A.330.020	Certain Board Elections, Manner and Vote Required

Officers of the Board **GP-2-E6**

The Board shall elect three members to serve as its officers.

1. Chair
   a. 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.
   b. 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 in accordance with the adopted rules of order and agenda procedures.
   c. 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.
   d. When time and circumstances 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.
   e. 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.
   f. The Chair shall meet with the superintendent to prepare Board meeting annual agenda and manage other official business of the Board as needed in advance of the Board meetings.
   g. 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.

2. 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 Chair in case of his/her absence or disability.

3. Legislative Representative
   A legislative representative shall serve as the Board's liaison with the Washington State School Directors' Association Legislative assembly. The legislative representative should 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.

Legal Reference:

a.	RCW 28A.330.030	Duties of the Chair
b.	RCW 28A.330.080	Payment of Claims--Signing of Warrants
c.	RCW 28A.330.020	Organization of the Board
d.	RCW 28A.330.040	Duties of Vice Chair

Policy Type: Governance Process

Board Job Description **GP-3**

The job of the Board is to represent our community and to lead the district by determining and demanding excellent organizational performance. To distinguish the Board's own job from the job of the Superintendent, the Board will:

1. Ensure that the mission and Ends are the focus of organizational performance.

2. Use appropriate avenues to ensure input from students, staff, parents and the community as a means to link to the entire community.

3. Develop written governing policies at the broadest levels.
   a. **Ends:** Organizational products, impacts, benefits, or results for specified recipients and their relative worth (what end result is desired for whom and at what cost).
   b. **Governance Process:** How the Board will conceive, carry out and monitor its own work.
   c. **Board/Superintendent Relationship:** How authority is delegated and its proper use monitored; the Superintendent's role, authority and accountability.
   d. **Executive Limitations:** Constraints on executive authority which establish the practical, ethical and legal boundaries within which all executive activity and decision-making will take place.

4. Ensure Superintendent performance by monitoring Ends and Executive Limitations policies.

5. Ensure Board performance by monitoring Governance Process and Board/Superintendent Relationship policies.

Adopted: October 24th, 2006
Monitoring Method: Board Self Assessment
Monitoring Frequency: Annually in July

Policy Type: Governance Process

Monitoring Board Policies GP-4

The purpose of monitoring the Board's policies is to determine the degree to which the policies are being fulfilled. Monitoring will be as automatic as possible, using Board time effectively so that meetings can be used to create the future rather than to review the past.

These policies are monitored through Board self-assessment according to the following frequency:

Governance Process Policies	Method	Frequency
GP-1 Governance Commitment	Self-Assess	July
GP-2 Governing Style	Self-Assess	July
GP-3 Board Job Description	Self-Assess	July
GP-4 Monitoring Board Policies	Self-Assess	July
GP-5 Chair's Role	Self-Assess	March
GP-6 Board Committee Principles	Self-Assess	March
GP-7 Committee Structure	Self-Assess	March
GP-8 Agenda Planning	Self-Assess	August
GP-9 Board Member's Code of Conduct	Self-Assess	May
GP-10 Board Member Covenants	Self-Assess	May
GP-11 Board Member Conflict of Interest	Self-Assess	September
GP-12 Board Member Compensation and Expenses	Self-Assess	April
GP-13 Process for Addressing Board Member Violations	Self-Assess	November

Board-Superintendent Relations Policies	Method	Frequency
B/SR-1 Board/Superintendent Connection	Self-Assess	December
B/SR-2 The Board Acts As a Unit	Self-Assess	December
B/SR-3 Accountability of the Superintendent	Self-Assess	December
B/SR-4 Delegation to the Superintendent	Self-Assess	December
B/SR-5 Monitoring Superintendent Performance	Self-Assess	January

The following policies are monitored through the evaluation of reports submitted through the superintendent (internal reports), external reports/documents and/or direct inspection by the Board according to the following frequency:

Organization Ends Policies	Method	Frequency
E-1 District Mission	Internal Report	July
E-2 Academic Achievement	Internal Report	November
E-3 Personal Skill Development	Internal Report	June
E-4 Social Skill Development	Internal Report	June

Monitoring Board Policies **GP-4 Cont.**

Executive Limitations Policies	Method	Frequency
EL-1 Expectations of Superintendent	Internal Report	August
EL-2 Emergency Superintendent Succession	Internal Report	July
EL-3 Treatment of Parents, Students, and the Public	Internal Report	August
EL-4 Staff Treatment	Internal Report	August
EL-5 Staff Compensation	Internal Report & Direct Inspection	April
EL-6 Staff Evaluations	Internal Report	June
EL-7 Budget Planning	Internal Report	August
EL-8 Budget Execution	Internal Report & External Report	August
EL-9 Facilities Program	Internal Report	September
EL-10 Asset Protection	Internal Report	September
EL-11 Communication and Counsel to the Board	Internal Report & Direct Inspection	January
EL-12 Communication with the Public	Internal Report & Direct Inspection	November
EL-13 Academic Standards and Practices	Internal Report & Direct Inspection	November
EL-14 Academic Program	Internal Report & Direct Inspection	November
EL-15 Instructional Materials Selection	Internal Report	May
EL-16 District Calendar	Internal Report	April
EL-17 Student Conduct and Discipline	Internal Report	February
EL-18 Mandatory Policies	Internal Report	October