



North Mason School District

School Board Study Session

Published on September 15, 2026 at 10:04 AM PDT

Amended on September 15, 2026 at 10:11 AM PDT

Date and Time

Tuesday October 13, 2026 at 6:00 PM PDT

Location

North Mason School District Administration Office, 250 E Campus Drive Belfair, 98528

North Mason School District #403

71 E Campus Drive

Belfair, WA 98528

School Board: Rick Biehl, Nicole González Timmons, Leanna Krotzer, Nicholas Thomas, and Erik Youngberg

Superintendent: Dr. Kristine Michael

Student Board Members: Camrynn Pike & Hayden Thomas

Agenda

	Purpose	Presenter	Time
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I.	Opening Items		6:00 PM
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A.	Record Attendance		
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B.	Call the Meeting to Order		
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	Purpose	Presenter	Time
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Board President Gonzalez Timmons will call the study session to order.

II. Review Policies ER-1 & ER-3 and Board Member Handbook

- A. Policies ER-1 Expectations of Superintendent & ER-3 Treatment of Parents, Students, Staff & Public and discuss Board Member Handbook

III. Closing Items

- | | | |
|----|---|-----|
| A. | Next Board Meeting Date | FYI |
| | The next regular school board meeting will be held on October 26, 2026 at 6:30pm at the NMSD Administration Office Boardroom. | |
| B. | Adjourn Meeting | FYI |

Note: Persons with disabilities needing special accommodations should contact the North Mason School District Office at (360) 277-2300 prior to the date of this meeting.

Coversheet

Policies ER-1 Expectations of Superintendent & ER-3 Treatment of Parents, Students, Staff & Public and discuss Board Member Handbook

Section: II. Review Policies ER-1 & ER-3 and Board Member Handbook
Item: A. Policies ER-1 Expectations of Superintendent & ER-3 Treatment of Parents, Students, Staff & Public and discuss Board Member Handbook
Purpose:
Submitted by:
Related Material: ER-1 Expectations of Superintendent.pdf
ER-3 Treatment of Parents, Students, Staff and the Public.pdf
BOARD MEMBER HANDBOOK.pdf

ER-1
Executive Requirements

1

2

3 **EXPECTATIONS OF SUPERINTENDENT**

4 The Superintendent shall cause or allow only those practices, activities, decisions,
5 conditions, procedures or organizational circumstances which are lawful, ethical, safe,
6 respectful, prudent, fair, equitable, dignified and in compliance with contract, state and
7 federal law and regulation, Board policy, and collective bargaining agreements.
8

9 Legal References: RCW 28A.400.030 Superintendent's Duties

10 *Monitoring Method:* Internal Report

11 *Monitoring Frequency:* Annually in August

12 **Adoption Date:** 01/22/09

TREATMENT OF PARENTS, STUDENTS, STAFF, AND THE PUBLIC

With respect to interactions with stakeholders (parents, students, staff, and the public), the Superintendent shall ensure that all are treated with respect and

Accordingly, the Superintendent shall:

1. Use methods of managing that protect confidential information;
2. Provide for effective handling of complaints;
3. Appropriately involve stakeholders in an advisory capacity in important issues which impact them directly; and provide to district advisory groups, such as those formed for curriculum, facilities, and levy/bond matters, a formal charter document advising each such group of its purpose, organization and functions.
4. Take reasonable steps to inform stakeholders of those policies and procedures that impact them.
5. Facilitate orderly and appropriate public access to the Board, and to ensure timely and appropriate follow-up in response to expressed public input.
6. Establish and maintain a working environment for staff that is safe, civil and conducive to teaching and learning;
7. Operate within written personnel policies which;
 - a. Clarify personnel rules and procedures for staff;
 - b. Provide for effective handling of grievances;
 - c. Protect against discrimination, harassment, or other mistreatment;
8. Ensure that all staff is informed of the provisions of this policy.

Further, the Superintendent may not:

1. Prevent employees from grieving to the Board when internal and/or contractual grievance procedures have been exhausted and the employee alleges that Board policy has been violated;

Cross Reference:	Policy 2106	Program Compliance
	Policy 3231	Student Records
	Policy 4000	Public Information Program
	Policy 4050	Citizen Advisory Committees
	Policy 5005	Employment: Disclosures, Certification, Assurance and Approval
	Policy 5630	Volunteers
	Policy 6511	Staff Safety

Legal Reference:	RCW 28A.150.230	Basic Education Act of 1977 – District School Director’s Responsibilities
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ER-3
Executive Requirements

1	20 U.S.C. § 1232g	Family Education Rights and Privacy Act
2	CFR 45, Part 99	Family Education Rights and Privacy Act Regulations
3	RCW 40.24.030	Address Confidentiality Program – Application
4		Certification
5	WAC 296-24	General Safety and Health Standards
6	<i>Monitoring Method:</i> Internal Report	
7	<i>Monitoring Frequency:</i> Annually in August	
8	Adoption Date:	01/22/09
9	Revised:	06/21/12
10	<u>Revised:</u>	<u>09/19/13</u>

NORTH MASON SCHOOL DISTRICT



BOARD MEMBER HANDBOOK 2026

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INTRODUCTION

This handbook is a brief summary of the governing approach adopted by the North Mason School Board. It is developed for the benefit of its current and future members as a way of explaining how the board carries out its responsibilities.

The Board understands that a quality public education is “the paramount duty” of the state, as declared in the Washington State Constitution. As a legal “creation” and therefore an agent of the state, our Board fully accepts its legal obligation to fulfill this state responsibility at the local level for the students of our district.

In order to provide the necessary and appropriate leadership for the North Mason School District, the Board of Directs—collectively—and each member—individually—commits to governing as a professional governing board. This means a shared understanding of and commitment to the values, principles, policies, practices, and procedures adopted by the Board, a focus on continuous learning and improvement in our governing skills, and a willingness to serve as a model of governance for students, staff, the North Mason community, and our colleagues on other school boards.

Because the handbook is written in abbreviated form, the language in state law, regulation, or actual board policy supersedes any questions or possible conflicting interpretations that may arise from the language found herein.



SCHOOL DISTRICT INFORMATION:

[Website](#)

[District Priorities](#)

[Budget Information](#)

[State Report Card](#)

[District Calendar](#)

MESSAGE FROM THE SUPERINTENDENT



[insert message]

2026-2027 SCHOOL BOARD MEMBERS

[enter name], Director—District 1
Elected [insert year], Term Expires [insert year]
[enter email]
[enter phone number]

[enter name], Director—District 2
Elected [insert year], Term Expires [insert year]
[enter email]
[enter phone number]

Nicole González Timmons, Director—District 3
Elected 2023, Term Expires 2027
ngonzaleztimmons@northmasonschoools.org
360-471-2742

[enter name], Director—District 4
Elected [insert year], Term Expires [insert year]
[enter email]
[enter phone number]

[enter name], Director—District 5
Elected [insert year], Term Expires [insert year]
[enter email]
[enter phone number]

Hayden Thomas, Student Representative—North Mason High School
Appointed 2025, Term Expires 2027

Camryn Pike, Student Representative—North Mason High School
Appointed 2025, Term Expires 2027

Kristine Michael, Board Secretary (Superintendent)
kmichael@northmasonschoools.org
360-277-2300

Jackie Young, Board Clerk (Executive Assistant to the Superintendent)
jyoung@northmasonschoools.org
360-277-2300

[Board Calendar](#)

2026-2027 BOARD REPRESENTATION

Legislative Representative to Washington State School Directors' Association (WSSDA)

- Erik Youngberg

Washington Interscholastic Activities Association (WIAA)

- Nicholas Thomas



BOARD POLICIES

POLICY GOVERNANCE

Board/Superintendent Relationships

Ends

Executive Requirements

Governance Process

SERIES 2000—INSTRUCTION

SERIES 3000—STUDENTS

SERIES 4000—COMMUNITY RELATIONS

SERIES 5000—PERSONNEL

SERIES 6000—MANAGEMENT



NMSD CABINET MEMBERS

Director of [Special Services](#)

[name]

[phone number]

[email]

Director of [Business](#)

[name]

[phone number]

[email]

Director of [Systems & Supports](#)

[name]

[phone number]

[email]

Director of [Technology](#)

[name]

[phone number]

[email]

Director of [Child Nutrition](#)

[name]

[phone number]

[email]

Director of [Transportation](#)

[name]

[phone number]

[email]

Director of [Facilities](#)

[name]

[phone number]

[email]

[District Organizational Chart](#)

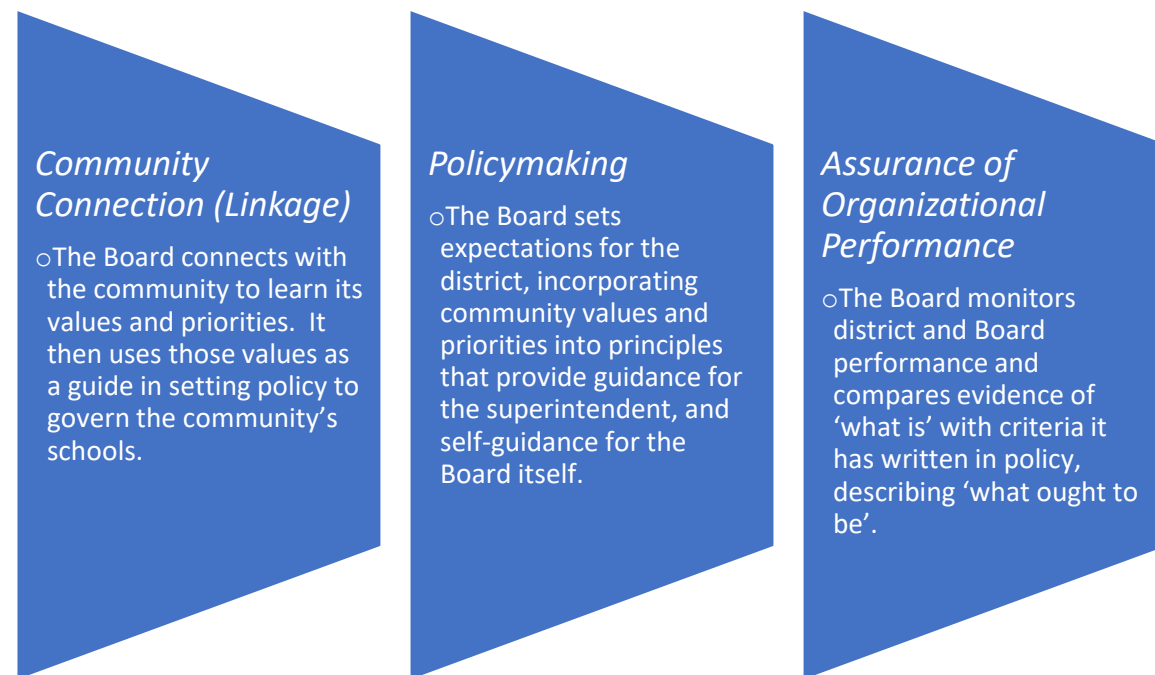
THE BOARD OF DIRECTORS

Purpose

The North Mason Board of Directors is committed to governing with excellence, in order to complete our charge as stated in our district mission “to educate, empower, inspire, and prepare all students to graduate confident in their abilities to meet life’s challenges and opportunities.”

Board Work

The NMSD school board defines its job as the ongoing development of three essential work products:



Governance Approach

The NMSD Board of Directors governs through policy that guides the Board in its own work, policy that guides the Superintendent in conducting district business; ongoing monitoring of district and Board performance; and a commitment to continuous improvement through individual and board professional development.

Core Values

The Board will:

- Believe that all students can learn and succeed at a high level.
- Deliberate in many voices but govern as one. It will encourage vigorous and thorough examination of all sides in debate, then take a board vote in order to ‘speak’ with one voice by putting its decisions in writing.

- Cultivate a sense of group responsibility, understanding that the Board, not the staff or administration, is responsible for excellence in governance.
- Actively lead the district through policies that provide a clearly articulated vision for the district with a shared understanding of the community's desired end results, broad and clearly written values and principles to guide the staff in operational planning, and continual monitoring of district, school, and student performance.
- Uphold high standards of excellence in governance, including a willingness to hold itself and individual Board members accountable for their actions.
- Insist on the pursuit of excellence by all those who have a role in the school district, staff, students, and Board members.
- Continually monitor its own process, performance, and progress.
- Commit, both individually and collectively, to being well-informed on local, state, and national educational issues.
- Formally and informally recognize and celebrate school, staff, and student success.
- Regularly communicate with all stakeholders about school district performance, direction, initiatives, issues, and ideas.
- Vigorously and intelligently advocate for the school district and its students at the local, state, and national level.
- Always strive to act in the interest of what is best for all students.
- Serve as a model of positive professional and ethical conduct.

BOARD AUTHORITY

The authority exercised by the School Board is derived from the state constitution, state laws pertaining to schools, and policies established by the Board itself.

Washington State Constitution

Washington has the strongest language of any of the 50 states with regard to support of public education:

- Article IX, Section 1 of the Washington State Constitution states: “It is the paramount duty of the state to make ample provision for the education of all children residing within its borders, without distinction or preference on account of race, color, caste, or sex.”
- Article IX, Section 2 also states: “The legislature shall provide for a general and uniform system of public schools.”

Revised Codes of Washington (State Law)

Washington state law empowers the Board with specific and board authority over the administration of University Place schools. For example, legislation assigns to the Board responsibility (and requisite authority) to set policy for the district, prescribe a course of study, ensure quality in the education program and curriculum standards, employ and evaluate the superintendent, determine instructional hours, adopt a budget, and approve curriculum and textbooks.

Board Policy

The Board of Directors functions not as a full-time manager responsible for the day-to-day administration of the school district, but as a part-time governing board responsible for establishing a vision for student learning, setting policy for carrying out that vision, and monitoring progress to ensure, on behalf of the community it serves, that our district achieves what is desired while avoiding unacceptable situations or conditions that should be avoided.

Because it is not a full-time body, the Board exercises its authority primarily through written policy. All aspects of Board and district operations are governed by policy.

The Board governs its own operations through policies that guide (and give authority to) the board chair and guide individual board members (who exercise authority only when convened as a board).

While the Board has broad authority over the North Mason schools, much of its authority over day-to-day operations must be delegated to the Superintendent and other full-time employees who serve continuously.

Authority of Individual Board Members

Individual Board members have no authority except through the actions of the Board. The statements or actions of individual Board members do not obligate the Board, except when authorized by an official act of the Board. Board members should never

speak or act, nor imply they are speaking or acting, on behalf of the Board or the school district when they have not been so authorized by the Board.

Authority of the Superintendent

The Superintendent acts under the delegated authority of the Board to bring about organizational end results that the Board has established in writing, while ensuring that the district operates within limits also established by the Board in writing. As long as the district remains in accord with the Board's written policies, the Superintendent has full authority over the district and can select the means by which to achieve Board-established ends.

ELECTIVE OFFICE

Election of Directors

The North Mason Board of Directors is a five-member, non-partisan Board. Board members serve four-year terms, with two or three members up for election every odd-numbered year.

Board Member Qualifications

To be eligible to serve on the Board of Directors, individuals must be citizens of the United States and the State of Washington, and registered voters residing within the boundaries of the North Mason School District. Employees of the district may not serve on the Board.

Beyond those minimum statutory requirements, it is expected that Board members share a commitment to providing an exceptional educational experience for all students, a willingness to work and study to become well-versed in board governance, public education in general, and North Mason schools in particular, and a sincere desire to be part of a high-functioning governing body that takes the responsibilities of public service seriously.

Filing for Election

In order for an individual's name to be placed on the November ballot, he/she must file for election at the Mason County Auditor's office during the designated filing period—usually on week in May/June of odd-numbered years for those positions up for election/reelection in November.

Filling a Vacancy on the Board

If a vacancy occurs between elections, the Board fills the vacancy by appointment. The Board will publicize the vacancy, seek applications, and interview candidates. The appointment of an individual to fill a Board vacancy will be effective until the next scheduled Board election, when the appointed member's seat will be on the ballot, either to fill the remaining two years of the term or to serve a new four year term, whichever is applicable.

BOARD ADMINISTRATION AND BOARDMANSHIP

Board Member Orientation

As part of its commitment to good governance, the Board will provide orientation opportunities for new members and candidates. Once candidates for the Board are known, they will be offered this handbook, and given access to the district's strategic plan, the district budget, a copy of the most recent district evaluation, Board self-evaluation, and other appropriate materials.

Upon election to the Board, newly elected members will be provided an orientation opportunity, including the opportunity to participate in professional development offered by the Washington State School Directors' Association (WSSDA), even if such opportunity occurs before being officially sworn in.

Oath of Office

Upon election or appointment, before being seated each board member takes an oath or affirmation "to support the Constitution of the United States and the state of Washington and to faithfully discharge the duties of the office according to the best of his or her ability."

Individual Board Member Duties and Job Expectations

As an elected public official, an individual Board member owes ultimate allegiance to the public. However, the Board expects individual board member commitment to boardmanship principles and the collective effectiveness of the Board.

Compensation

Current board policy does not provide for board compensation.

Compensation may be claimed on a quarterly basis on forms to be reviewed and signed by the Board President or Vice President.

Conflict of Interest

A conflict of interest is considered to exist whenever a board member is or may reasonably appear to be in a position to request or receive, directly or indirectly, anything of value for or on account of his or her influence as a member of the Board of Directors.

Board members are expected to tell colleagues whenever they have an interest in an issue that might compromise or call their judgment into question, and to refrain from voting on that issue.

Board Member Professional Development

The Board is committed to continuous improvement, and understands that in order to perform at a high level, its members must be well informed about the North Mason schools, board governance, and educational best practices. The Board will offer

professional development opportunities, and members are encouraged to take part in these opportunities. The district will reimburse members for reasonable in-state and pre-approved out-of-state expenses for professional development.

Examples of these professional development opportunities include annual conferences, regional meetings, workshops or training sessions conducted by WSSDA, NSBA conferences, and other similar and relevant opportunities.

Board members are also expected to read, share, and exchange professional articles from school board and governance publications and journals.

Board Member Requests for Information

It is important for Board members to be informed about the school district and the performance of its students. The Superintendent regularly provides Board members with information via the pre-meeting Board packet and presentations at Board meetings. Board members who seek additional information are encouraged to route such requests through the Superintendent. If the information sought by individual Board members is not readily available without an amount of staff effort that the Superintendent deems significant, Board members will be asked to obtain the approval of the Board majority so that information requests do not result in unnecessarily high cost or unnecessarily distract staff from their primary responsibilities.

Student Information

Except for statutorily mandated exceptions, such as disciplinary hearings, Board members do not get involved with individual student matters. Individual student information is confidential and Board members only have access to such information when it is necessary for performing a function in their official capacity.

Visits to Schools

Board members are encouraged to become informed about North Mason schools, and visits to our schools can be part of that process. Although informal and unannounced travel on campus is sometimes unavoidable, if a Board member wishes to visit one or more of our schools as a Board member he/she should first inform the Superintendent, so the Superintendent can coordinate with the school principal to schedule a visit. While visiting schools, Board members keep in mind that they are inevitably seen as Board members even when their intended involvement is as a parent (e.g., back-to-school nights) or as a community member (e.g. at athletic events). They should also remember that they do not serve in an administrative capacity and should not attempt to direct, criticize or otherwise interfere with staff members performing their duties.

Indemnification of Board Members

Washington law provides that the school district must indemnify and hold school employees, volunteers and Board members harmless from any claim, demand or judgment from negligence in the performance of their duties and responsibilities. This protection includes legal fees, expenses, and other costs.

Discipline of Board Members

Board members are independently elected by the public, and answer directly to the public. They may freely disagree with other members regarding actions of the Board or directions taken by the district. Vigorous and full debate of issues is a hallmark of good boardmanship, so independence of thought will not be suppressed by the board majority.

But in cases where a member violates board policies, interferes with the orderly and efficient operation of the district, or acts in ways contrary to the best interests of the district, those actions may be subject to informal or formal response by the full Board. Such action will be used rarely, if at all.

In most cases, informal action calls for a few fellow members or the Board President to speak privately with the Board member about the infraction, reminding him/her of their mutually agreed upon governing commitments. In informal conversation is not successful or in more serious circumstances, the principle of progressive response applies.

The Board has the option, for example, of speaking out publicly or taking a vote of censure. Censure is an expression of Board disapproval concerning the actions of an individual member. Service as a Board officer is a privilege and not a right, so (although this would be a highly unusual action) Board officers can be removed from their officer position by a majority vote of the Board. The Board of Directors cannot remove individuals from the Board itself except in cases of excessive absenteeism.

BOARD STRUCTURE AND FUNCTIONS

Board Officers

The Board of Directors has three officers: president, vice president, and legislative representative. The Board elects officers at its Annual Meeting, usually in December. Officers are elected by roll call vote.

The Board president chairs all meetings and ensures that the Board follows its agreed-on operating protocol. The Board president, working closely with the Superintendent, plans and approves meeting agendas and may call special meetings of the Board. He/she also serves as the Board spokesperson. He/she is responsible for appointing Board members to committees, and signing documents on behalf of the Board.

The vice president presides over meetings when the president is absent, assists the president in planning meeting agendas, and is responsible for board self-monitoring, including assigning and collecting meeting self-assessments.

The legislative representative represents the Board at state association legislative assemblies/conferences and the annual delegate assembly, and keeps the Board informed of legislative issues throughout the year.

Board Advisory Committees

The Board understands that not all of its work can be done in regularly scheduled meetings, so in order to dedicate the necessary time and focus on issues it is sometimes necessary to form committees.

A committee is formed only by vote of the Board, and only for the purpose of preparing recommendations for action to be taken to the full Board. Board committees never act in place of the entire Board. A board committee is composed of two Board members appointed by the Board president. When formed, each committee will be given a specific charge and a specific time frame for completing its work, typically concluding with information and recommendations to be brought to the full Board for action.

District Advisory Committees

The district may convene advisory committees for the purpose of helping the Superintendent prepare recommendations for Board action. Examples include the statutorily mandated Instructional Materials Committee that advises on curriculum and textbook selection, and facilities advisory committee that prepare recommendations for maintenance and upgrade facilities that may result in a levy or bond proposal.

District committees are normally considered advisory to the Superintendent, and are therefore considered to be within the Superintendent's delegated authority.

Board Work-Study Sessions

The Board may schedule work-study sessions to investigate issues in greater depth than can be done at a regular board meeting. Notice will be given just as if a regular scheduled Board meeting is to be held, and the meetings are open to the public. In

these meetings, the Board's work is similar to that of an advisory committee, preparing actions to be brought to the Board in a regular meeting. No action is taken. Rather, the Board in these meetings operates as a 'committee of the whole' whose work is similar to that of an advisory committee, preparing actions to be brought to the Board in a regular meeting.

Board Policymaking

One of the three major work products of the Board is policy that serves as a guidance for the effective and efficient operation of the school district. Board policies are developed in accordance with Washington laws and regulations, and in alignment with the Board's other policies. It is important that Board policies be regularly reviewed and updated, which in addition to the adoption of new policies, is the sole responsibility of the Board.

Board Hearings

One of the responsibilities of the Board of Directors is to conduct hearings. For many of these, such as student disciplinary hearings and employee personnel hearings, the Board serves as an impartial hearing panel. In these instances, Board members must make their decision based only on evidence and information presented at the hearing. Regardless of whether the Board is serving as an impartial panel, or in a grievance hearing, Board members have an obligation to treat those coming before them respectfully and fairly, adhering to the highest standards of professional conduct.

Budget Process

The Board is responsible for the adoption of a budget for the school district. The Superintendent presents a proposed budget to the Board on an annual basis, usually in August. Prior to budget adoption, the Board holds a series of public hearings in which it will consider presentations from school district administrators, and public comments.

Hiring the Superintendent

The search for and selection of a Superintendent is one of the most important decisions that a Board of Directors can make. Accordingly, this process should be thoughtful and informed, made with a clear understanding of the needs of the district and knowledge of candidate qualifications. Although each search is unique, generally the Board follows a process that includes consulting with the public, staff, and other informed individuals to identify district needs and qualifications desired in a candidate, and carefully researching candidates' backgrounds, before making its selection.

Hiring Staff

In accordance with state law, the Board reserves to itself official confirmation of the Superintendent's hiring decisions. Nevertheless, except when hiring the Superintendent, the Board does not exercise a primary role in the hiring process. The Board delegates authority over the selection process to the Superintendent, who will identify the best qualified personnel for hiring without direct involvement on the part of Board members.

Assignment of Responsibility to the Superintendent

Under state law the Superintendent is the board secretary and chief executive of the district. He/she is responsible for leading and managing the school district, hiring and supervising personnel, developing and administering the budget, and advising the Board on educational trends and research, board policies and applicable laws. The Superintendent regularly communicates to the Board the district's progress in achieving desired results for students.

Delegation of Authority to the Superintendent

The Board of directors delegates to the Superintendent sufficient authority to enable him/her to administer district operations, accomplishing desired results while complying with applicable laws, regulations, and policies.

Superintendent Accountability

The Superintendent is the only school district employee directly supervised by the Board of Directors. The Board evaluates the Superintendent's performance, makes decisions concerning his/her employment contract, including job expectations, compensation, and contract length (up to the statutory limit of 3 years).

Board Accountability

With regard to its governance responsibilities, the Board holds itself accountable through a self-evaluation process. The Board will review its conduct during board meetings, its adherence to policy, its treatment of the public, staff, and one another, its focus on student achievement, and its maintenance of the Board-Superintendent relationship. As part of the self-evaluation process, the Board solicits feedback from district administrators at each meeting, and when reviewing its board process policies and board-superintendent relations policies each year.

BOARD MEETINGS

The Board Does Its Work in Meetings

Meetings are where the Board does its work, because the Board is only really “the Board” when convened. The Board is a collective body and by statute can only act when a quorum is assembled in a legally constituted meeting. Between meetings individual Board members or two members working together can do ‘pre-board’ work, preparing work to be brought to the Board for action, but cannot substitute their own actions for those of ‘the Board’.

General Meeting Structure

Board meetings are structured to do the work of the Board. There are normally five parts to our meetings, with the first part consisting of opening activities such as the pledge of allegiance, public comments, and consideration of the consent agenda. The middle three parts are dedicated to (1) Board learning and professional development, including linkage with (listening to) community members to learn their values and priorities, (2) Assurance of organizational performance (district and Board), and (3) Reviewing and updating policy. The last part consists of closing activities such as assessing the meeting, making announcements, planning for the future, and adjournment.

Annual Meeting

The first Board meeting following final certification of Board member elections (normally in December), is when the Board holds its Annual Meeting. At this meeting, newly-elected Board members are sworn in and seated with the Board for the first time, the Board elects its officers, and it sets the days and times of Board meetings.

Meeting Schedule

The Board normally meets on the fourth Monday of each month.

Notice of Meetings

Except in emergency circumstances, all Board meetings must be posted at least twenty-four hours in advance. Board members receive meeting agendas and relevant documents and materials prior to meetings, normally on the weekend prior to a meeting.

Public Records Requests

Because of its public nature, the Board is obligated to conduct its business in as transparent a way as possible. All Board documents must be made available to the public promptly on request, with limited provisions for the redaction of confidential information. With the exception of portions of meetings conducted in executive session, the public is welcome to attend all Board meetings to witness the Board performing its responsibilities.

Regular Meetings

Regular meetings of the Board are those meetings listed on its annual agenda, which is revised at the end of each school year for the following year. Board meetings are

generally held at 6:30 pm at the District Administration Building. The Board may choose to hold some meetings at school sites.

Special Meetings

Meetings of the Board are not on the annual agenda are special meetings. Special meetings are called for a specific purpose, and may consist of a single agenda item. At a special meeting, the Board cannot add items on an ad hoc basis to the meeting agenda for discussion or action.

Board Quorum

Three members of the Board constitute a quorum. Unless otherwise specified by law or board policy, a majority of board members present and voting on a particular item (it could be 2 members of 3 present) is sufficient for approval. Appointment of new members and hiring of the Superintendent are examples requiring a majority of all board members (3 members of 5).

Public Comment at Meetings

The Board benefits from input by the public on matters that are, or may become, issues that the Board must address.

The Board provides an agenda item at the beginning of each meeting for public comment, enabling any individual or group to address the Board on any subject that is listed on the agenda. Speakers are asked to identify themselves by name and address. Three minutes may be allotted to each speaker and a maximum of nine minutes per topic, although the Board president may extend this time, as he/she deems appropriate. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so. No inappropriate or disrespectful conduct is allowed. Persistence in such conduct will be grounds for termination by the president of that individual's privilege to speak and, if disruptive behavior continues, removal from the meeting.

The public comment portion of a meeting is an opportunity for Board members to hear from the public. It is not for Board members to engage in discussion or debate with members of the public. Accordingly, Board members will not normally comment on or respond to such public comments except to ask clarifying questions. The Superintendent may provide information if appropriate, or may have a staff member meet informally with those who bring a matter to the Board. The Board President acknowledges input received and may if needed ask the Superintendent to look into the matter and report back to the Board.

In addition to the initial public comment period, members of the public will also normally be able to speak on individual agenda items as they are considered. The President will recognize those who wish to speak to the Board on an issue before a vote is taken.

Meeting Agendas

The Superintendent, guided by the board's adopted annual agenda, prepares a meeting agenda for each Board meeting. The President reviews and finalizes its contents, and approves it on behalf of the Board. Meeting agendas, along with necessary supporting documents and materials, are distributed to Board members on the Friday before the meeting. Board agendas are designed to ensure focused, informed discussion on student learning and related educational issues that the Board will be addressing. Board agendas do not include matters that are unnecessary, trivial, or at best addressed at the staff level. A Board member wishing to suggest an agenda item will notify the President. In the event the suggestion is not acted on, the Board member may make a motion at the beginning of the meeting to add the item, and if the Board majority approves, it will be added at that time.

Consent Agenda

Agenda items that require a Board vote but do not require discussion are placed on the consent agenda. Examples include hiring actions, travel approvals, routine financial transactions, and other legal obligations. A Board member wishing to discuss an item should make a motion to have the item taken off the consent agenda, and if the Board majority approves, it will be removed for discussion as a separate agenda item. A Board vote to approve the consent agenda approves all items remaining on the consent agenda.

Preparation for Meetings

Board members are expected to prepare for meetings by reading all materials provided in advance, in a packet referred to as the "Friday Folder". In addition, members are expected to provide input to electronic surveys as part of the Board's preparation for meetings.

Board Member Attendance

Because service as a School Director is a public trust undertaken on behalf of our community, board members are expected to attend all scheduled meetings. If a personal or professional conflict prevents attendance, a member may request to be excused, but this should be a rare occurrence. Repeated, unexcused absences constitute the only statutory reason available to the Board to declare a position vacant.

Members are expected to arrive on time. Those who cannot arrive on time should give timely notification to the Board President, but out of respect to attendees meetings should proceed as scheduled if a quorum is present.

Meeting Norms

The Board of Directors commits itself to be a professional body whose meetings are models of appropriate behavior for the school district. Board members are expected to dress appropriately for all public meetings.

In order to ensure that meetings are as effective and useful as possible, members will avoid surprises by directing their questions or specific concerns, in advance, to the Superintendent or the Board President.

The Board believes that informed, respectful and thorough discussion, and even rigorous debate is the best means of arriving at good decisions for the school district. Accordingly, during discussion Board members will listen attentively, consider all points of view, support their positions with evidence, be prepared to answer questions from other Board members, focus on the issue at hand, avoid negative and personal comments, and be prepared to compromise, understanding that the goal of debate among Board members is not to prevail but to arrive at the best possible decision.

Robert's Rules

The Board conducts its meetings using *Robert's Rules of Order*, as modified by Board policy. Modifications reflect our small size and less formalized setting than that of a large legislative body, which must rely on a stricter adherence to Robert's Rules. The Board President serves as parliamentarian, but the President's rulings can be overturned by majority vote of the Board.

Voting

The Board is a collective body and, as such, only acts via a vote of its members. Votes are taken in public at a properly posted meeting of the Board, and are recorded in writing. Motions are made by one board member and seconded by another before they are considered for action. Members may vote for or against a motion, or abstain from voting. Members may explain their intended vote during Board discussion, but they are not required to do so.

Executive Sessions

Although as a public body the Board must meet and conduct its business in public, under certain narrowly-defined exceptions the Board may need to exclude the public from a portion of its meeting by calling an executive session. Permissible reasons for holding an executive session are limited by law. They include discussion of district positions in collective bargaining, evaluation of an employee, reviewing candidates for appointment to the Board, pending claims and litigation, and student disciplinary matters. Although the law allows for discussion while in executive session, any subsequent action to be taken by the board must occur when the Board is reconvened in open session.

Meeting Minutes

In order to appropriately inform the public of the Board's work, Board minutes should contain the time of the meeting; members in attendance; a brief description of any business transacted by the Board, along with any Board action; the recording of Board member votes; and a description of any executive session held, along with the names of all individuals present for the executive session.

Board Retreat

The Board recognizes that it will be necessary to meet occasionally (usually on an annual basis) in a less formal setting to allow for deep discussion of school district and school board matters. Retreats are generally held at times and locations that are

different from regularly scheduled meetings. In addition to the attendance of all Board members and the Superintendent, the Board may invite others to participate in its retreat. Members of the public may attend as observers.

GLOSSARY

Alternative Learning Experience (ALE)

Association of Washington State Principals (AWSP)

AWSP is a statewide, nonprofit, educational administration organization whose membership includes principals and assistant principals.

Basic Education Allocation (BEA)

Career & Technical Education (CTE)

Educational Service District (ESD)

Washington is divided into nine Educational Service Districts (ESDs). These ESDs are created by the state to serve school districts in the ESD region. Our ESD is the Olympic ESD (ESD 114). Each ESD provides a variety of special services that address the educational needs of their customer school districts.

Family Educational Rights and Privacy Act (FERPA)

Freedom of Information Act (FOIA)/Public Records Act

FOIA provides for public access to records and meetings of federal agencies. The Public Records Act provides similar access to records of Washington public agencies, including school districts. The Public Disclosure Commission facilitates requests for public information, makes available information about public officials, and provides guidance and rules governing the release of information considered by law to be public.

Full-Time Enrollment (FTE)

High School and Beyond Plan

Individualized Education Program (IEP)

Individuals with Disabilities Education Act (IDEA)

Multi-Lingual Learners (MLL)

Office of Civil Rights (OCR)

Office of Superintendent of Public Instruction (OSPI)

Open Public Meetings Act (OPMA)

Washington Association of School Administrators (WASA)

WASA is a statewide, nonprofit, educational administration organization whose membership includes Washington public school Superintendents, assistant

Superintendents, central office administrative personnel, state department of education officials, and college and university professors.

Washington State School Directors' Association (WSSDA)

The WSSDA serves local boards of education. It is a membership organization made up of all Washington school boards, including 295 school districts.

ADDITIONAL INFORMATION

[Educational Service District 114](#) (Olympic ESD)

[Office of Superintendent of Public Education](#) (OSPI)

[State Board of Education](#)

