

Board Officers and Duties of Board Members President

The powers, duties and responsibilities of the board members are defined by state legislation. The Board has the legal responsibility for the management and control of the school district and is the only agency in the community which does. The Board has, also, moral and ethical responsibility to carry out its functions impartially in the interests of all citizens and children concerned.

The president will 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 president will conduct the meetings in the manner prescribed by the board's policies, provided that the president will 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 is the responsibility of the board president to manage the board's deliberation so that it will 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 president will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

The president is authorized to consult with the superintendent on issues such as board meeting, study session and board retreat planning 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 president or his/her designee will serve as the spokesperson of the board. The president is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The president will avoid speculating upon actions or decisions which the board may take but has not yet taken.

Vice President

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

Legislative Representative

A legislative representative will serve as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative will assume office July 1st in an even year for a two-year period. The legislative

representative will 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 will monitor proposed school legislation and inform the board of the issues.

WIAA Representative

The Washington Interscholastic Activities Association representative shall serve as the board's liaison to the W.I.A.A. The W.I.A.A. representative shall inform and represent the school board concerning W.I.A.A. 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 will not assume responsibilities of administrators or other staff members. The board or staff will 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 will 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 will 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.

Major Functions

The Board establishes and approves general school district policies and plan of operation administered by the superintendent. Good practice requires that the superintendent recommend policies for the consideration of the Board.

The first area of board action is that of legislation. This covers both specific actions in individual cases, and also general policy.

The second area is that of appraisal. This covers the work of evaluating the effectiveness of policies once established and how well they have been put into practice. Such appraisal is based upon information furnished by the superintendent and members of the staff.

The third area is that of operation. This involves the machinery and process used in carrying on the business of the Board. This includes election of board officers, voting on motions before the Board, recording of board action, scheduling of board meetings and other activities by which the Board transacts business.

The fourth area is that of planning. This involves study of trends in population, enrollment, projections, trends in country-wide educational philosophy, physical conditions of existing school buildings and facilities, and in general, planning to meet future needs so far as schools are concerned.

Special Functions

The Board, with the cooperation of the superintendent:

1. Selects the superintendent and supports them in the discharge of their duties.
2. Approves the annual budget prepared by the superintendent and their staff.
3. Discusses and approves upon recommendations of the superintendent for additional capital outlays, building sites, improvements, maintenance of plants and determines the means of financing such outlays.
4. Reviews with the superintendent on his recommendations for extensions or adjustments of the scope of educational activities.
5. Appoints teachers, principals and other employees upon the nomination and recommendation of the superintendent.
6. Determines the schedule of salaries after full study, consultation and discussion.
7. Requires and considers regular reports of business transacted or pending and of the financial status of the district.
8. Requires and discusses the superintendent's report of schools concerning their progress, pupil achievement, teachers and supervisors.
9. Adopts a set of by-laws for the government of the schools.
10. Reviews architect's plans submitted by the superintendent for buildings that have been authorized.
11. Represents the needs of the schools before school patrons and legislature.
12. Approves the list of bills previously authorized and approved in line with the budget.

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13. Considers the recommendations of the superintendent on legal matters and decides steps to be taken.
14. Approves instructional materials and approved course of study recommended by the superintendent.
15. Acts as a court of appeal for teachers, supervisors and patrons in cases which the superintendent has not been able to dispose of to their satisfaction.

Cross References:	Policy 1450	Absence of a Board Member
Legal References:	RCW 28A.330.030 RCW 28A.330.040 RCW 28A.330.080 RCW 28A.330.100 RCW 28A.330.200 RCW 28A.343.390	Duties of president Duties of vice-president Payment of Claims — Signing of warrants Additional powers of the board Organization of the board — Assumption of superintendent's duties by board member, when Directors — Quorum — Failure to attend meetings

Management Resources:
Policy News, December 2007

Role of the School Board
President

Adoption Date: April 16, 1979
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