



# **SCHOOL BOARD ACTION REPORT**

**DATE:** February 3, 2021  
**FROM:** Director Zachary DeWolf, Vice President Brandon Hersey  
**LEAD STAFF:** Ronald Boy, Senior General Counsel, rdboy@seattleschools.org

**For Introduction:** February 24, 2021  
**For Action:** March 10, 2021

## **1. TITLE**

Motion to adopt Board Policy No. 1250, School Board Student Members, and amend Board Policy No. 1240, Committees

## **2. PURPOSE**

This action adopts Board Policy No. 1250, School Board Student Members. This new policy will create student advisory positions on the Seattle School Board called school board student members. The role of school board student members is to provide the Board student insight and perspective, advocate their positions on district issues or needs, and serve as a liaison between the Board and students. Accompanying edits are also being made to Board Policy No. 1240, Committees, to support the implementation of the new policy.

## **3. RECOMMENDED MOTION**

I move that the School Board adopt Board Policy No. 1250, School Board Student Members, and amend Board Policy No. 1240, Committees, as attached to the Board Action Report.

## **4. BACKGROUND INFORMATION**

### **a. Background**

This new policy is the result of the advocacy of the NAACP Youth Council who recognized the potential value of bringing greater student voice to the district's decision-making process. Working first with Director DeWolf and then bringing in Director Hersey, the group presented their vision for having students serve on the Seattle School Board of Directors. At the outset, the group grounded their philosophy for this initiative with the words of Angela Davis that, "Walls turned sideways are bridges." The council recognized that although the organizational structure of the district can create a wall between students and the Board, by re-envisioning the way the Board operates by bringing students to the tables where decisions are made, what once had been walls are now bridges. The result is this policy that creates school board student member positions whose role will be to attend Board meetings and provide student insight and perspective, advocate their positions on district issues or needs, and act as a liaison between students and the Board.

The Board will select three students to serve as school board student members for terms beginning during the 2021-22 school year. This number could grow to five or seven school board student members in subsequent years. Applicants must attend Seattle Public

Schools and be entering their junior or senior year of high school. Student members must continue to be enrolled in Seattle Public Schools for the duration of their term, except if a student is graduating at the end of the school year in which they are serving. Students may continue to serve the final months of their term after graduating. The school board student members should reflect the impressive diversity of the district and represent a variety of interests, perspectives, and backgrounds. School board student members should also possess an awareness of challenges and barriers that they or others experience in education and in society.

Each school board student member will be assigned to a Board Committee based upon their respective interests. For the first year, students will be assigned to the Audit & Finance; Student Services, Curriculum & Instruction; and Operations Committees. School board student members are expected to attend each meeting of their committee. Students are encouraged to utilize free periods, independent study, or other means of modifying their class schedule to accommodate committee meeting attendance. An accompanying Board Procedure to Board Policy No. 1250 is planned to address potential course credit, service hour, or other mechanisms to accommodate and acknowledge this learning opportunity and student effort. School board student members will participate in committee discussions and are welcome to question and communicate their opinions, suggestions, and concerns.

School board student members will attend the regular meetings of the Board of Directors on a rotating basis, so that no student member is required to attend all regular meetings. School board student member comments will be a standing regular meeting agenda item providing opportunity for student members to report on the work of their committee, offer their opinions on the motions and resolutions before the Board, and communicate other topics of student interest or concern.

School Board Directors are expected to engage and mentor school board student members. The Chair of each committee to which a student member is assigned shall be their official board mentor, unless another Board Director wishes to take on the role.

**b. Alternatives**

- i. Not adopt the policy. This alternative is not recommended as there is significant benefit to be gained by involving students in the work of the Board.
- ii. Reduce the number of school board student members. This alternative is not recommended. Although it may help to reduce costs and staff time, it would be difficult to achieve a diversity of perspective and develop a successful student program with less than three students.

**c. Research**

Review of the Washington State School Directors' Association (WSSDA) Policy 1250, Students on Governing Boards.

**5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal analysis for the implementation of this policy is ongoing. The estimated ongoing fiscal impact of adopting Policy No. 1250 is expected to exceed \$5,000.00 with additional costs

expected for the initial implementation and in future years should the number of student members be increased beyond the initial three members.

The school board student members will need to have access to all agendas and materials for their assigned committees, the regular board meetings, and work sessions. Staff will need to add school board student members to their agenda distribution lists. Adding students to distribution lists for electronically provided materials is expected to have a limited financial impact. Additional administrative and printing costs will be incurred when meetings are resumed in person for materials provided in hard copy format.

Student members will serve as advisors to the Board of Directors rather than as Board Directors/Members under the meaning of Board Policies, Procedures, and state laws. Student members are not eligible for insurance under Board Policy No. 1732, Board Member Insurance, or compensation under Board Policy No. 1731, Board Member Compensation & Expenses, though on occasion preapproved expenses related to student school board advisory members' service under this policy may be reimbursed with prior approval through the School Board Office and consistent with other district procedures. Depending on needs and to ensure success of the program, expenses for transportation, meals, and other incidentals may be incurred.

Costs—including provided meals, printing, and transportation reimbursement, if provided—will depend on the number of students that participate as student members in a given year, the format for their participation (remote or in-person), and the number of meetings held and that students choose to participate in.

The school board student members will have periodic meetings with an assigned staff member who will mentor the group, and staff will support the orientation process for newly selected student members. These costs have not yet been determined.

Implementation costs for the annual application and selection process are indeterminate, but expected to involve additional staff time and potentially additional resources, depending on the design of that process.

Initial implementation costs for this policy are expected in order to ready meeting spaces for the addition of student members and, if the number of students expands in future years, additional costs may be incurred. These costs have not yet been determined.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

## **6. COMMUNITY ENGAGEMENT**

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

The development of this policy was led by the NAACP Youth Council who engaged with Board Directors DeWolf and Hersey. The council was instrumental in guiding policy drafting and determining the selection process, responsibilities, and overall philosophy of the work to be done by the school board student members.

## 7. **EQUITY ANALYSIS**

By applying a racial equity analysis to this work, many of the details of this policy were shaped by making choices informed by that lens. For example, in recognition of the value in having the district's diversity reflected in the school board student members, led to the decision that 3 school board student members was the lowest number that could effectuate that goal. In addition, the details of the selection process were shaped with the goal to advance racial equity. One method used is the requirement for the Board to solicit community input from a diverse range of community members and groups that as a whole are representative of the students of the district. Another racial equity advancement strategy in the policy is in the criteria required for a student to apply. A conscious effort was made to not establish application criteria that would disproportionately burden low-income or students of color.

If this policy is adopted by the Board, the use of the tool also developed an awareness that its implementation must ensure access by students that lack resources to prevent the opportunity to serve on the Board only being accessed by students with the privilege of extra time and resources. To prevent this, every step of implementation down to the location, length, and frequency of required meetings will need to consider if it would work for most students regardless of their resources.

## 8. **STUDENT BENEFIT**

Adoption of this policy will create roles for students to have real influence over the decision-making of the Board. Not only will the students selected to be school board student members benefit by the experience, all students of the district are likely to benefit if the students are able to use their advisory positions on the Board to influence positive, impactful changes in district policy and decisions.

## 9. **WHY BOARD ACTION IS NECESSARY**

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

Adopting, amending, or repealing a Board policy

Formally accepting the completion of a public works project and closing out the contract

Legal requirement for the School Board to take action on this matter

Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item

Other: \_\_\_\_\_

#### **10. POLICY IMPLICATION**

This will add a new policy that creates school board student member positions who will provide student voice and perspective to School Board meetings and decision-making.

Student members will serve as advisors to the Board of Directors rather than as Board Directors/Members under the meaning of Board Policies, Procedures, and state laws.

Policy 1240 will require revisions to accommodate the committee participation of school board student members, the role of committee chairs as assigned mentors, and the role of the Executive Committee and Board President in school board student member selection and committee assignment.

An accompanying Board procedure to Board Policy No.1250 will be established and is planned to provide further details on the school board student member recruitment, application, and selection processes; expectations of school board student members to liaise with peers and other student groups; course credit, service hour, and other mechanisms to support and accommodate student participation in the role of school board student member; rotation for regular board meeting attendance; school board student member removal process; and other processes as determined by students, directors, or staff.

#### **11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Executive Committee meeting on February 10, 2021. The Committee reviewed the motion and moved the item forward with a recommendation for approval by the full Board.

#### **12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the policy will be posted to the district's policy webpage and work will begin to develop a Board Procedure for future Board adoption to support the implementation of this policy during the 2021-22 school year.

#### **13. ATTACHMENTS**

- Board Policy No. 1250 (for approval)
- WSSDA Model Policy 1250, Students on Governing Boards (for reference)
- Board Policy No. 1240, Committees – clean copy (for approval)
- Board Policy No. 1240, Committees – tracked changes copy (for reference)

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>SCHOOL BOARD STUDENT MEMBERS</p>	<p>Policy No. 1250 [DATE] Page 1 of 2</p>
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The Seattle School Board believes students possess valuable insight and should have a paramount voice in the education received from the district and in the decisions made by the Board. Inspired by the Angela Davis quote that “Walls turned sideways are bridges,” the Board recognizes the organizational structure of the district can create a wall between decision makers and the students the district serves. To address this and cultivate active communication and cooperative relationships with students in the decision-making of the district, the Board will annually seat school board student members to represent student voice through Board Committees and regular Board meetings. School board student members will contribute to Board discussion by providing student insight and perspective, advocating their positions on district issues or needs, and serving as a liaison between the Board and students. Student school board members will not attend executive sessions or closed sessions, make or second motions, vote, or hold Board offices.

**Number of Positions**

The Board will select three, five, or seven school board student members each year. Recognizing the impressive diversity of the district, the goal that the district’s diversity is represented amongst the students selected, and the ultimate goal for these students to have a meaningful impact on the work of the Board, the final number of three, five, or seven will be evaluated each year by the Board after the first year of adoption to determine the number of school board student members most conducive to achieving these goals. In the first year of adoption, the 2021-22 school year, the Board will select three school board student members.

If there are three school board student members, they will be divided among the Audit & Finance; Student Services, Curriculum & Instruction; and Operations Committees. School board student members will also be encouraged to attend meetings of the Executive Committee when an item on the committee’s agenda is of interest.

If there are five school board student members, they will be divided among the Audit & Finance; Student Services, Curriculum & Instruction; and Operations Committees. No more than two students will be assigned to each committee. School board student members will also be encouraged to attend meetings of the Executive Committee when an item on the committee’s agenda is of interest.

If there are seven school board student members, they will be divided among the Audit & Finance; Student Services, Curriculum & Instruction; Operations, and Executive Committees. No more than two students will be assigned to each committee.

The Board President will determine committee assignments based on individual student interest.

### **Selection Process**

The Board will select the school board student members each year at a public meeting held in the spring and the students selected will serve the following school year. Eligible students will be required to submit an application and personal statement to apply. The selection process will include input from a diverse range of community members and groups that, as a whole, are representative of, and include, the students of the district.

### **Term of Office**

Each school board student member will serve a one-year term beginning August 1 and concluding July 31. Students may apply to serve a second term if desired, if still enrolled in Seattle Public Schools. After new school board student members are selected, they will receive an orientation provided by the Superintendent or their designee, a Board director, and the staff person assigned to oversee the school board student members.

### **Qualifications**

Applicants must be a Seattle Public Schools student and entering their junior or senior year of high school at the time of selection and continue to be enrolled in Seattle Public Schools for the duration of their term. Exception will be made for students graduating at the end of the school year during which they served as a school board student member, so they may complete the final months of their term. School board student members should reflect the impressive diversity of the district and represent a variety of interests, perspectives, and backgrounds. School board student members should also possess an awareness of challenges and barriers that they or others experience in education and in society. Additional qualifications may be required in the accompanying procedure.

### **Responsibilities**

#### School board student members:

Each school board student member will be assigned to a Board Committee based upon their respective interests. School board student members are expected to attend each meeting of their committee. Student members are encouraged to utilize course credit, service hour, independent study, free periods, or other opportunities to modify their class schedule to accommodate committee meeting attendance. School board student members will participate in committee

discussions and are welcome to question and communicate their opinions, suggestions, and concerns.

School board student members will attend the regular meetings of the Board of Directors in rotation, to be determined in the accompanying procedure, such that individual student members are not required to attend every regular meeting of the Board. Student member comments will be a standing regular meeting agenda item providing opportunity for members to report on the work of their committee, offer their opinions on the motions and resolutions before the Board, and communicate other topics of student interest or concern.

School board student members are encouraged to attend Board work sessions and other special meetings of the Board.

School board student members will have access to all assigned board committee, work session, and regular board meeting agendas, materials, and minutes to review in preparation for their attendance and participation.

#### School Board Directors:

The Board Directors should maintain professional working relationships with each of the school board student members. The chair of the committee to which a school board student member is assigned shall act as the Board Director mentor for the student member(s) on their committee. Other Board Directors are expected to engage with and provide guidance to the school board student members assigned to their Board Committee(s). Board Directors other than the committee chairs may serve as the official mentor for a school board student member if they wish. Board Directors are expected to consider the opinions of school board student members before making decisions on district matters.

#### **Removal**

School board student members may be removed from their position for not meeting the obligations under this policy. The process for deliberation and decision-making will be determined in the accompanying procedure, and must provide student members authority to recommend and decide on removal.

#### **Vacancies**

Mid-year vacancies will be filled using a selection process similar to that used to select student members during the regular cycle. The timeline and process may be modified or shortened to meet the needs of the School Board in filling the vacancy.

Adopted: MONTH 2021

Revised:

Cross Reference: Policy No. 1240

Related Superintendent Procedure:

Previous Policies:

Legal References:

Management Resources:

## **Students On Governing Boards**

The \_\_\_\_\_ Board of Directors recognizes the value of communicating with students and receiving their input and perspectives. To foster this relationship with students, the board will annually seat two student representatives as advisory non-voting members of the board.

Student representatives on the board are expected to attend all meetings. The student members will contribute to board discussion by providing student insight and perspective, serve as a liaison for the associated student body and report to students about the work of the board and district activities. Student representatives will not attend executive sessions, make motions or hold board offices.

Adoption Date:  
Classification: **Discretionary**  
Revised Dates: ; **06.11**

	<p>COMMITTEES</p>	<p>Policy No. 1240</p> <p>October 7, 2020</p> <p>Page 1 of 5</p>
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**Board Committee Principles**

Board committees support the policy and oversight work of the Board and shall promote unity of action by the Board as a whole by preparing policy alternatives, implications, or recommendations for Board consideration. Committees shall provide oversight, review and recommendation on policy and oversight issues defined within their charters below.

The committees may not interfere with the delegation of authority from the Board to the Superintendent. Committees may not exercise authority over the Superintendent or staff. Any direction to the Superintendent related to a committee recommendation will come from the full Board.

There are four standing committees of the Board: Executive Committee; Audit & Finance Committee; Operations Committee; and Student Services, Curriculum & Instruction Committee. Each committee shall consist of three Board Members.

After the election of officers and prior to the first meeting in January, the Board President, in consultation with the rest of the Board, shall determine the membership and chair of each Board committee; provided that Executive Committee membership shall be elected by the full Board in December.

The Board President shall determine the committee assignments for each school board student member in consultation with the student members. School board student members are non-voting advisors and will not make or second motions or vote during committee or other meetings of the Board. Board Directors assigned to each committee will endeavor to act as a mentor for the school board student members assigned to their Board Committee. The Committee Chairs will be assigned as the official board member mentor to the school board student members assigned to their committees, unless another Board Director wishes to assume that role.

The Superintendent shall designate a lead staff person to support each committee. The Committee Chair for each committee shall work closely with the designated lead staff person for their committee to develop committee agendas and ensure committee agendas and materials are circulated to Board Members, the Superintendent, and relevant staff in advance of the meeting.

All regularly scheduled, monthly Board committee meetings are generally open to the public, though an executive session may be called as part of a committee meeting. The regularly scheduled, monthly committee meetings are generally conducted as Board Special Meetings guided by the Open Public Meetings Act (OPMA) and Board Policy No. 1400, Meeting Conduct, Order of Business and Quorum.

Committees will generally not take public testimony or comments, but testimony or comments may be allowed at the discretion of the Chair.

Minutes of each committee meeting shall be kept that identify all of the recommendations of a majority of the committee members and all requests of a majority of the committee for follow-up work by the Superintendent or staff. (*See also* Board Policy Nos. 1440, Minutes, and 1620, Board-Superintendent Relationship.) Minutes shall be timely forwarded to all Board members, the Superintendent, and relevant staff.

Audio recordings of committee meetings are not generally made, but are permitted to be made by Directors, staff, or the public under state law. As a courtesy, the Chair should make an announcement to all present whenever the Chair is aware that a recording is being made. If a member of the public is recording the meeting, the Chair has the discretion to request that the staff also record the meeting for district archives, to assure the accuracy of recordings.

Generally, items must be recommended by a majority of a committee to move forward to the full Board for its consideration and action. If there is an urgent item that is unable to go through the typical committee process, the item may be added to a regular Board meeting agenda with the approval of the Board President and Superintendent.

Only committee members may vote on items before the committee. However, if a committee member is unable to attend a meeting, a substitute Board member may be recruited to participate and vote in that meeting. If a committee member is absent and a substitute member has not been arranged for or is not present, then visiting Board members shall be designated to vote on issues on the agenda, in the order of the visiting Board members' arrival, in the order such issues appear on the agenda, until three Board members are present. Proxy votes are not permitted. All visiting Board members, whether or not permitted to vote, may participate in discussion.

The Board President may establish an ad hoc committee and committees of the whole from time to time. For committees of the whole, only the three members of the origin committee shall have the authority to vote on items, unless a committee member is absent and another Board member has been designated to vote under the rules of this policy.

## **Standing Committees, Charter of Responsibility**

The charter for each standing committee shall be as follows:

### **Executive Committee**

The Executive Committee shall consist of the president, vice president, and member-at large. The charter of the Executive Committee is to:

- Ensure the leveraged use of Board Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual Executive Committee work plan
- Develop, review and recommend Series 1000 and applicable Series 0000 and 4000 policies for consideration by the Board
- Make recommendations with respect to Equity, Partnerships & Engagement; Public Affairs; African American Male Achievement; coordination of legal issues; collective bargaining agreements; and the academic calendar
- In coordination with the Superintendent and lead committee staff, annually conduct a comprehensive review of policy work contained within each committee's work plan to confirm alignment to the strategic plan, consistency with this policy, and coordination across committees, including reassignment of topics when necessary to balance committee work loads
- Provide leadership for Board activities, including the development of annual Board Goals and Objectives; the annual Evaluation of the Board; Board professional development activities; and implementation of the School Board Student Member policy
- Develop the annual Board meeting calendar
- Be a sounding board for the Superintendent
- Draft Superintendent evaluation materials for the Board and manage the Superintendent evaluation process
- Work with staff to develop a strategy and plan to address emerging priorities/issues, including identifying and referring to the appropriate committee provided, however, that the Board President may determine which committee an issue or action should be referred to when it is not clear under this policy and a determination is needed prior to the next meeting of the Executive Committee. The Board President may also refer an urgent item for review by a committee other than would normally review the item per this policy if the relevant committee will not meet

prior to the date when Committee review or Board action is needed. In such case, the Chair of the committee that would normally review the item should be notified.

- Develop and approve legislative meeting and retreat agendas; however, Committee approval is not required to modify Board meeting or retreat agendas to either postpone an item to a future meeting or to add an urgent item if such change to the agenda is approved by the Board President and Superintendent
- Work with the Superintendent to guide the preparation of Strategic Plan updates as needed
- Work with the Superintendent to identify the departments and major program areas to give Oversight Work Session presentations each year under Board Policy No. 1010
- Draft a legislative agenda for consideration and approval by the Board and coordinate government relations for federal, state, and local jurisdictions
  - Draft positions on State and City of Seattle resolutions, ballot measures and initiatives for consideration and approval by the Board as needed
  - Interface with the Washington State School Directors' Association (WSSDA) and other school districts
  - Coordinate with government entities and other education advocacy groups
- Review and approve the list of annual program reporting requirements

#### Audit & Finance Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Ensure the leveraged use of Board Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual Audit & Finance Committee work plan
- Develop, review and recommend Series 5000 and applicable Series 6000 policies for consideration by the Board
- Make recommendations with respect to Business and Finance; Budget Development; Contracting; Accounting; cash handling at schools; Risk Management; Procurement; Internal Audit; and Human Resources issues, including staffing, evaluation, professional development/trainings, and compensation except with respect to actions related to collective

bargaining agreements, which should be referred to the Executive Committee

- Monitor all financial statements of the district
- Recommend budget guiding principles for consideration and approval by the Board
- Provide oversight of the budget development process, including recommending the budget timeline
- Conduct budget-based program reviews in consultation with the Student Services, Curriculum & Instruction and Operations Committees
- Provide supervision to the Office of Internal Audit, which reports to the Audit & Finance Committee, as outlined in Board Policy No. 6550
- Approve and manage changes to the annual internal audit work plan
- Monitor corrective action plans implemented in response to external audits and reviews conducted by the Washington State Auditors' Office, the Office of Superintendent of Public Instruction, and other outside agencies
- Monitor Risk Management issues of the district

At the discretion of the Chair of the Audit & Finance Committee, one or more “public advisors” may be added as non-voting advisors to the Committee. The position of public advisor shall be publicly advertised. The advertisement shall include the responsibilities and the term of service for the public advisor position, as determined by the Audit & Finance Committee.

### Operations Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Ensure the leveraged use of Board Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual Operations Committee work plan
- Develop, review and recommend applicable Series 3000, 4000, and 6000 policies for consideration by the Board
- Make recommendations with respect to Operations; Nutrition Services; Transportation; Capital Projects and Planning; Facilities; Sustainability; Enrollment Planning; Admissions; Boundaries; Athletics; Safety and Security relating primarily to property; and general technology infrastructure
- Review capital programs' budgets on a monthly basis

- Review and make recommendations to the Board regarding the annual capital budget
- Oversee levy planning and prioritization process and recommend levy guiding principles for consideration by the full Board
- Provide overarching guidance on space utilization
- Review monthly reports on facility joint use agreements and maintenance backlog
- In consultation with the Executive Committee, review and recommend action on facility joint use agreements

### Student Services, Curriculum & Instruction Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Ensure the leveraged use of Board Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual Student Services, Curriculum & Instruction Committee work plan
- Make recommendations with respect to Curriculum, Assessment, and Instruction; District Educational Research and Program Evaluation; Schools & Continuous Improvement; Coordinated School Health; Special Education Services; Safety, Security, and relations with law enforcement, except with respect to property issues overseen by the Operations Committee; Highly Capable Services; English Learners; student-focused technology and general technology plans, policies, and key technology strategies, except with respect to technology infrastructure and levy planning overseen by the Operations Committee; the City of Seattle Families, Education, Preschool and Promise Levy, or successor levy; and school day waiver requests to the Office of Superintendent of Public Instruction
- Develop, review and recommend Series 2000 and applicable Series 0000, 3000 and 4000 policies
- Provide oversight of the instructional materials adoption process

### Other Assignments

The president may appoint Board members to external Board committees and Board task forces as appropriate.

Adopted: June 2011

Revised: MONTH 2021; October 2020; May 2017; September 2015; February 2013;

Cross Reference: Policy Nos. 0030; 1010; 1210; 1220; 1225; 1250; 1400; 1420; 1440; 1620; 1630;  
1630BP; 1810; 1820; 2015; 4110; 6500; 6550; 6550BP

Related Superintendent Procedure: N/A

Previous Policies: B11.00

Legal References: RCW 28A.320.040 Directors — Bylaws

Management Resources:

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**Board Committee Principles**

Board committees support the policy and oversight work of the Board and shall promote unity of action by the Board as a whole by preparing policy alternatives, implications, or recommendations for Board consideration. Committees shall provide oversight, review and recommendation on policy and oversight issues defined within their charters below.

The committees may not interfere with the delegation of authority from the Board to the Superintendent. Committees may not exercise authority over the Superintendent or staff. Any direction to the Superintendent related to a committee recommendation will come from the full Board.

There are four standing committees of the Board: Executive Committee; Audit & Finance Committee; Operations Committee; and Student Services, Curriculum & Instruction Committee. Each committee shall consist of three Board Members.

After the election of officers and prior to the first meeting in January, the Board President, in consultation with the rest of the Board, shall determine the membership and chair of each Board committee; provided that Executive Committee membership shall be elected by the full Board in December.

The Board President shall determine the committee assignments for each school board student member in consultation with the student members. School board student members are non-voting advisors and will not make or second motions or vote during committee or other meetings of the Board. Board Directors assigned to each committee will endeavor to act as a mentor for the school board student members assigned to their Board Committee. The Committee Chairs will be assigned as the official board member mentor to the school board student members assigned to their committees, unless another Board Director wishes to assume that role.

The Superintendent shall designate a lead staff person to support each committee. The Committee Chair for each committee shall work closely with the designated lead staff person for their committee to develop committee agendas and ensure committee agendas and materials are circulated to Board Members, the Superintendent, and relevant staff in advance of the meeting.

All regularly scheduled, monthly Board committee meetings are generally open to the public, though an executive session may be called as part of a committee meeting. The regularly scheduled, monthly committee meetings are generally conducted as Board Special Meetings guided by the Open Public Meetings Act (OPMA) and Board Policy No. 1400, Meeting Conduct, Order of Business and Quorum.

Committees will generally not take public testimony or comments, but testimony or comments may be allowed at the discretion of the Chair.

Minutes of each committee meeting shall be kept that identify all of the recommendations of a majority of the committee members and all requests of a majority of the committee for follow-up work by the Superintendent or staff. (*See also* Board Policy Nos. 1440, Minutes, and 1620, Board-Superintendent Relationship.) Minutes shall be timely forwarded to all Board members, the Superintendent, and relevant staff.

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Generally, items must be recommended by a majority of a committee to move forward to the full Board for its consideration and action. If there is an urgent item that is unable to go through the typical committee process, the item may be added to a regular Board meeting agenda with the approval of the Board President and Superintendent.

Only committee members may vote on items before the committee. However, if a committee member is unable to attend a meeting, a substitute Board member may be recruited to participate and vote in that meeting. If a committee member is absent and a substitute member has not been arranged for or is not present, then visiting Board members shall be designated to vote on issues on the agenda, in the order of the visiting Board members' arrival, in the order such issues appear on the agenda, until three Board members are present. Proxy votes are not permitted. All visiting Board members, whether or not permitted to vote, may participate in discussion.

The Board President may establish an ad hoc committee and committees of the whole from time to time. For committees of the whole, only the three members of the origin committee shall have the authority to vote on items, unless a committee member is absent and another Board member has been designated to vote under the rules of this policy.

## **Standing Committees, Charter of Responsibility**

The charter for each standing committee shall be as follows:

### **Executive Committee**

The Executive Committee shall consist of the president, vice president, and member-at large. The charter of the Executive Committee is to:

- Ensure the leveraged use of Board Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual Executive Committee work plan
- Develop, review and recommend Series 1000 and applicable Series 0000 and 4000 policies for consideration by the Board
- Make recommendations with respect to Equity, Partnerships & Engagement; Public Affairs; African American Male Achievement; coordination of legal issues; collective bargaining agreements; and the academic calendar
- In coordination with the Superintendent and lead committee staff, annually conduct a comprehensive review of policy work contained within each committee's work plan to confirm alignment to the strategic plan, consistency with this policy, and coordination across committees, including reassignment of topics when necessary to balance committee work loads
- Provide leadership for Board activities, including the development of annual Board Goals and Objectives; the annual Evaluation of the Board; ~~and~~ Board professional development activities; and implementation of the School Board Student Member policy
- Develop the annual Board meeting calendar
- Be a sounding board for the Superintendent
- Draft Superintendent evaluation materials for the Board and manage the Superintendent evaluation process
- Work with staff to develop a strategy and plan to address emerging priorities/issues, including identifying and referring to the appropriate committee provided, however, that the Board President may determine which committee an issue or action should be referred to when it is not clear under this policy and a determination is needed prior to the next meeting of the Executive Committee. The Board President may also refer an urgent item for review by a committee other than would normally review the item per this policy if the relevant committee will not meet

prior to the date when Committee review or Board action is needed. In such case, the Chair of the committee that would normally review the item should be notified.

- Develop and approve legislative meeting and retreat agendas; however, Committee approval is not required to modify Board meeting or retreat agendas to either postpone an item to a future meeting or to add an urgent item if such change to the agenda is approved by the Board President and Superintendent
- Work with the Superintendent to guide the preparation of Strategic Plan updates as needed
- Work with the Superintendent to identify the departments and major program areas to give Oversight Work Session presentations each year under Board Policy No. 1010
- Draft a legislative agenda for consideration and approval by the Board and coordinate government relations for federal, state, and local jurisdictions
  - Draft positions on State and City of Seattle resolutions, ballot measures and initiatives for consideration and approval by the Board as needed
  - Interface with the Washington State School Directors' Association (WSSDA) and other school districts
  - Coordinate with government entities and other education advocacy groups
- Review and approve the list of annual program reporting requirements

#### Audit & Finance Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Ensure the leveraged use of Board Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual Audit & Finance Committee work plan
- Develop, review and recommend Series 5000 and applicable Series 6000 policies for consideration by the Board
- Make recommendations with respect to Business and Finance; Budget Development; Contracting; Accounting; cash handling at schools; Risk Management; Procurement; Internal Audit; and Human Resources issues, including staffing, evaluation, professional development/trainings, and compensation except with respect to actions related to collective

bargaining agreements, which should be referred to the Executive Committee

- Monitor all financial statements of the district
- Recommend budget guiding principles for consideration and approval by the Board
- Provide oversight of the budget development process, including recommending the budget timeline
- Conduct budget-based program reviews in consultation with the Student Services, Curriculum & Instruction and Operations Committees
- Provide supervision to the Office of Internal Audit, which reports to the Audit & Finance Committee, as outlined in Board Policy No. 6550
- Approve and manage changes to the annual internal audit work plan
- Monitor corrective action plans implemented in response to external audits and reviews conducted by the Washington State Auditors' Office, the Office of Superintendent of Public Instruction, and other outside agencies
- Monitor Risk Management issues of the district

At the discretion of the Chair of the Audit & Finance Committee, one or more “public advisors” may be added as non-voting advisors to the Committee. The position of public advisor shall be publicly advertised. The advertisement shall include the responsibilities and the term of service for the public advisor position, as determined by the Audit & Finance Committee.

### Operations Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Ensure the leveraged use of Board Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual Operations Committee work plan
- Develop, review and recommend applicable Series 3000, 4000, and 6000 policies for consideration by the Board
- Make recommendations with respect to Operations; Nutrition Services; Transportation; Capital Projects and Planning; Facilities; Sustainability; Enrollment Planning; Admissions; Boundaries; Athletics; Safety and Security relating primarily to property; and general technology infrastructure
- Review capital programs' budgets on a monthly basis

- Review and make recommendations to the Board regarding the annual capital budget
- Oversee levy planning and prioritization process and recommend levy guiding principles for consideration by the full Board
- Provide overarching guidance on space utilization
- Review monthly reports on facility joint use agreements and maintenance backlog
- In consultation with the Executive Committee, review and recommend action on facility joint use agreements

### Student Services, Curriculum & Instruction Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Ensure the leveraged use of Board Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual Student Services, Curriculum & Instruction Committee work plan
- Make recommendations with respect to Curriculum, Assessment, and Instruction; District Educational Research and Program Evaluation; Schools & Continuous Improvement; Coordinated School Health; Special Education Services; Safety, Security, and relations with law enforcement, except with respect to property issues overseen by the Operations Committee; Highly Capable Services; English Learners; student-focused technology and general technology plans, policies, and key technology strategies, except with respect to technology infrastructure and levy planning overseen by the Operations Committee; the City of Seattle Families, Education, Preschool and Promise Levy, or successor levy; and school day waiver requests to the Office of Superintendent of Public Instruction
- Develop, review and recommend Series 2000 and applicable Series 0000, 3000 and 4000 policies
- Provide oversight of the instructional materials adoption process

### Other Assignments

The president may appoint Board members to external Board committees and Board task forces as appropriate.

Adopted: June 2011

Revised: MONTH 2021; October 2020; May 2017; September 2015; February 2013;

Cross Reference: Policy Nos. 0030; 1010; 1210; 1220; 1225; 1250; 1400; 1420; 1440; 1620; 1630; 1630BP; 1810; 1820; 2015; 4110; 6500; 6550; 6550BP

Related Superintendent Procedure: N/A

Previous Policies: B11.00

Legal References: RCW 28A.320.040 Directors — Bylaws

Management Resources: