



**Board of Directors' Work Session  
December 5, 2024, 6:30 PM  
District Office, 210 N Park St.**

1. Call meeting to order
2. Flag salute
3. Modifications to the agenda
4. Approval of the agenda
5. Superintendent report
6. Review draft 2025 Board Meetings Calendar
7. Second review draft Directors and Superintendent Operating Leadership Practices
  - WSSDA Leadership Consultant Cindy McMullen
8. Next meeting – December 18, 2024 Regular Business Meeting, District Office, 6:30 PM
9. Adjourn

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office, at 509-685-6800, ext. 1002, no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

# **DRAFT 2025 BOARD MEETING CALENDAR**

## *Chewelah School District 36*

### **January 2, 6:30 PM, District Office during winter break**

- Work Session

### **January 15, 6:30 PM at Gess Elementary**

- School board appreciation month
- Initiate RIF resolution if needed
- Gess Elementary mid-year showcase
- Food service funding update

### **February 6, 6:30 PM, District Office**

- Work Session

### **February 19, 6:30 PM at Jenkins Jr/Sr High**

- Review graduation requirements Policy 2410
- Review/approve student clubs
- Review and approve student fees
- Review facility user fees Policy 4330
- Each board member files PDC financial disclosures - reminder
- Jenkins Jr./Sr. High School mid-year showcase
- Enrollment update including how it drives funding

### **March 6, 6:30 PM, District Office**

- Work Session

### **March 13, 5:00 PM, District Office**

- Special Meeting – PLC training

### **March 19, 6:30 PM at Quartzite Learning**

- Approve renewal of administrative contracts
- Review/approve affirmative action plan Policy 5010
- Review extracurricular salary schedule and fees
- Alternative programs mid-year showcase
- Review student discipline policy 3241
- Winter athletics
- Classified Employees Week
- Quarterly public records requests report Policy 6030
- Transportation funding update, STARS funding formula

**No April Work Session per Policy 1400**

### **April 16, 6:30 PM, District Office**

- Issue RIF notices – if needed
- Curriculum adoption committee report
- Approve annual nondiscrimination disclosure
- Approve summer school plans
- Audit update
- Approval to post temporary summer positions

### **May 1, 5:00 PM Special Meeting and 6:30 PM Work Session, District Office**

- Special Meeting PLC Training
- Work Session
- National Teacher Appreciation Week May 6-10, includes ESAs

### **May 21, 6:30 PM, District Office**

- Call for bids for fuel, dairy and food service
- Review graduation plans
- Approve WIAA Athletic Cooperative resolution
- Approve summer student and athletic activities
- Approve summer employees
- Recognize retiring employees
- ASB funding/fund raisers/approval process
- Conduct superintendent formal evaluation (Prior to June 1 per Policy 1630)

### **June 5, 6:30 PM, District Office Change to June 12 to eliminate conflicts with senior week? Update Policy 1400 if a permanent change**

- Work Session

### **June - Dates and Times TBD**

- Special Meetings/Board Retreat

### **June 18, 6:30 PM, District Office**

- Review/approve coaches handbook
- Review/approve student handbooks
- Review/approve extracurricular programs
- Approve superintendent contract
- Annual report Use of Force (Policy 3246P)
- Communication Policy 4001 report
- Review prior year assessment results/district improvement (Policy 2004)
- Spring athletics
- Review/approve annual surplus
- Quarterly public records requests report Policy 6030
- Budget review

# **DRAFT 2025 BOARD MEETING CALENDAR**

## *Chewelah School District 36*

### **July 3, 6:30 PM, District Office**

- Work Session

### **July 16, 6:00 PM, District Office**

- Special Meeting/Budget Hearing

### **July 16, 6:30 PM, District Office**

- Review/approval of fuel, dairy and food service bids
- Review/approve extra-curricular contracts
- Board self-evaluation (by Aug 1 per Policy 1820)
- Review staff and student sexual harassment policies (3205 and 5011)
- Approve food service fees
- Written update of summer maintenance and facilities projects
- Budget approval

### **August 7, 6:30 PM, District Office**

- Work Session

### **August 27, 6:30 PM, District Office**

- School Improvement Plans (Policy 2005)
- Review new student orientation plans
- Review/approve staff handbooks
- Approve alternative program staff/student ratio if not in CBA (Policy 2245)
- Review Alternative program policy (2245)
- Approve out of endorsement assignments
- Approve safe school walk zone every 2 years (2025, 2027)
- Approve liability insurance
- Summer school annual report, all schools

### **September 4, 6:30 PM, District Office**

- Work Session
- Discuss possible WSSDA Annual Conference attendance

### **September 17, 6:30 PM, District Office**

- Review/approve potential overnight student trips
- Approve programs and special program grant assurances (Policy 2104 & 2108):
  - Federal and State Programs General Assurances
  - Title Programs
    - Title II, Part A
    - Title I, Part A
    - Title IV, Part A
  - Highly Capable Plan

- TPEP (Teacher/Principal Evaluation Program)
- TBIP (Transitional Bilingual Instruction Program)
- CTE (Career and Technical Education) Perkins V

- Quarterly public records requests report Policy 6030
- Annual program compliance report Policy 2106

### **October 2, 6:30 PM, District Office**

- Work Session

### **October 15, 6:30 PM, District Office**

- Review Policy 4130 Title I Family Involvement
- Nave Sety Scholarship report
- Yearend financial reports

### **November 6, 6:30 PM, District Office**

- Work Session

### **November 19, 6:30 PM, District Office**

- Possible attend WSSDA annual conference
- Fall athletics
- Capital Projects/Levy Update

### **December 4, 6:30 PM, District Office**

- Work Session
- WSSDA Conference report
- Review draft 2026 board meeting calendar

### **December 17, 6:30 PM, District Office**

- Oath of Office new/re-elected board members
- Elect chair and vice-chair
- Elect calendar committee representative
- Elect legislative representative (every 2 years —2025, 2027)
- Elect WIAA Representative
- Review/renew voluntary board compensation waivers (Policy 1733)
- Approve 2026 board meeting calendar
- Conduct superintendent informal evaluation (Policy 1310)
- Quarterly public records requests report Policy 6030
- K-3, Title, LAP, High Poverty, ESSER, etc. Grants & Other Funding Update



## **Directors and Superintendent Operating Leadership Practices**

*For the purpose of enhancing teamwork among members of the board and between the board and administration, we, the Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol.*

### **ROLES AND RESPONSIBILITIES**

**Successful organizations are the results of strong and effective leadership. In order for members of our team to be active players, they must know their roles.**

#### **Roles of the Board and Superintendent**

<b>SCHOOL BOARD – GOVERNS (Guides/Directs)</b>	<b>SUPERINTENDENT – MANAGES (Administers/Operates)</b>
Decides What	Decides How
Requests Information	Seeks and Provides Information
Considers Issues	Provides Recommendations
Creates, Reviews, Adopts Policy	Recommends, Implements Policy. Develops Procedures
Approves and Reviews Plans	Implements Plans
Monitors Progress	Reports Progress
Contracts with Personnel	Supervises and Evaluates Personnel
Approves and Reviews Budget	Formulates Budget
Represents Public Interests	Acts in Public Interest
Sets vision & goals. Advances district mission	Manages day to day operations
Advocates for students, the district and public education	Ensure best learning for all students

#### **What Our Roles Do Not Encompass**

The role of the School Board is not to:	The role of the Superintendent is not to:
Carry out policies or micro-manage or develop budgets	Make policies
Direct any staff other than the Superintendent	Direct the Board
Create surprises	Create surprises
Abdicate Board responsibility	Assume Board responsibilities
Press narrow personal agenda	Press narrow personal agenda
As individuals, make promises that would appear binding upon the Board and/or District	Discourage open discussion and feedback
Engage in issues of conflict of interest	Create surprises for the board

## BOARD OPERATING PROTOCOLS

We, the members of the Board of Directors of the Chewelah School District, are committed to serving the children and citizens of this community. We will strive to provide a high-quality public education, which meets the needs of all the children in our district.

To achieve that goal, we have established this operating protocol, which will serve as a code of conduct and ethics to help govern our actions at meetings and in our roles as directors.

***We believe that the success of the Chewelah School District depends on a shared vision among the school board, staff, parents and community, and we will try to the best of our ability to uphold these aspirations.***

<p><b>Board Meetings</b></p> <p><b>Board meetings provide the forum for where decisions are made.</b></p> <p><b>Board Policy 1220 Board Officers and Duties of Board Members</b></p> <p><b><u>Executive Sessions</u> will be held when specific needs arise as allowed by law in accordance with RCW 42.30.110 and Board Policy 1410 Executive or Closed Sessions*</b></p>	<p>We will:</p> <ul style="list-style-type: none"><li>• Strive to hold efficient, succinct, and equitable meetings.</li><li>• Review agenda items prior to board meetings.</li><li>• Request any additional information from the board president or superintendent.</li><li>• Ask the board president or superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.</li><li>• Ensure that surprises to the board or superintendent are the exception and not the rule.</li><li>• Expect the board president to be cautious of time and observe the board's protocol.</li><li>• Refer additional facts and information needed by the board to the superintendent for follow-up.</li></ul> <p><b>Regarding Executive Sessions</b></p> <p>We will:</p> <ul style="list-style-type: none"><li>• Be extremely sensitive to the legal ramifications of executive session meetings and comments</li><li>• Respect the confidentiality of all privileged information, including that discussed in executive session.</li><li>• Discuss a permissible topic in executive session, but take final actions in public, as is required by the Open Public Meetings Act.</li></ul>
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**Communications Between  
the Board and Staff  
Board Procedure 1620P  
The Board-Superintendent  
Relationship\***

**The following communications procedures are established:**

**A. Staff Communications to the Board**

- All reports to the board or individual board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent.
- Personal complaints and criticism received by board members will be referred to the appropriate supervisor or superintendent.
- This will not deny any staff member's right to appeal to the board regarding administrative decisions, provided that the superintendent will have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

**B. Board Communications to Staff**

- All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent.
- The superintendent will employ all such media as are appropriate to keep staff fully informed of the board's priorities, concerns and actions.
- Requests for information from staff by board members will be taken to the superintendent. The superintendent will provide the information in a timely manner.

**C. Visits to the Schools**

- The typical process is for individual board members to inform the principal of their visit to the school or classrooms.
- Such visits will be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.
- Official visits by board members will be carried out with the full knowledge of staff, including the superintendent and principal.

**D. Social Interaction**

- Staff and board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations can be anticipated.
- Discussions of personalities or staff grievances are not appropriate.

<p><b>Working with district staff about our own children</b></p>	<p>In order to work effectively with district staff about our own children, we agree to:</p> <ul style="list-style-type: none"> <li>• Remember we are parents (grandparents) first.</li> <li>• Follow the same process that we expect all parents to follow: meet with the teacher first, then follow the chain of command.</li> <li>• Be clear that we are speaking to the teacher as a parent (i.e., “My child is having this problem_____ . How can I help them?)</li> <li>• Understand that sometimes our spouse or significant other may be the right person to handle the situation.</li> <li>• Inform the superintendent of the situation regardless of the resolution.</li> </ul>
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<p><b>Board and Community Interaction</b></p> <p><b>Communication between board members and community (complaints or concerns)</b></p> <p><b>Board Policy and Procedure 4220/P Complaints Concerning Staff or Programs</b></p>	<p><b>The board encourages public input through a variety of print and electronic media.</b></p> <p>In order to respond effectively to community members who share a concern or complaint with us, we agree to:</p> <ul style="list-style-type: none"> <li>• Remember that receiving information from an individual or group is not the same as having total knowledge of the topic or issue. There are usually two sides to every concern.</li> <li>• Utilize the 6 Rs to ensure the person speaking feels values and heard: <ul style="list-style-type: none"> <li>○ <b>Receive</b> by listening openly to what the other person is saying.</li> <li>○ <b>Repeat</b> by paraphrasing back or asking questions for clarification.</li> <li>○ <b>Request</b> what the person sees as a solution to the problem and/or what they want you to do with the information.</li> <li>○ <b>Review</b> the real options the person has available to them within the district policies or processes.</li> <li>○ <b>Redirect</b> the person into the appropriate place in the system: (Listening Post) <ul style="list-style-type: none"> <li>▪ Encourage patrons to present their own issue to the person who can properly and expeditiously address their issues.</li> <li>▪ If appropriate, explain the district complaint policy and how to access it.</li> </ul> </li> <li>○ <b>Report</b> to the superintendent</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Call the superintendent to give him a heads-up about the constituent issue so that the superintendent is able to understand the total picture.</li> <li>▪ Describe our response to the constituent so that the superintendent hears directly from us and does not get caught in the middle.</li> </ul>
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<p><b>Board Conduct</b></p> <p><b>Board Policies 1611 Conflicts of Interest and 1815 Ethical Conduct for School Directors</b></p>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Lead by example. We use words and actions that create a positive impression on an individual, the board, or the district. Build trust among staff and administration</li> <li>• Base our decisions on the available facts and <b>not</b> independent judgment.</li> <li>• Not yield to individuals or special interest groups.</li> <li>• Represent the needs and interests of all the children in the district as outlined in the district's mission statement.</li> <li>• Not abuse our official positions</li> <li>• Not use district facilities, resources, or position for the purpose of advancing the interest of ourselves or any other individual or individuals.</li> <li>• Make every attempt to attend all board functions, including committee meetings.</li> <li>• Serve on committees as a silent observer or active participant, as defined by the board.</li> <li>• Accept responsibility for all board decisions, regardless of how we voted and not offer a different opinion outside the boardroom.</li> <li>• Take no private actions that will compromise the board or administration.</li> <li>• Endeavor to hear all members' opinions and listen objectively.</li> <li>• Encourage debate and differing points of view.</li> <li>• Conduct discussions with care and respect.</li> </ul>
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<p><b>The Board's Authority</b></p> <p><b>Board Policy 1220 Board Officers and Duties of Board Members</b></p>	<p>We recognize:</p> <ul style="list-style-type: none"> <li>• That only the board as a whole has authority.</li> <li>• That individual board members do not have authority.</li> </ul>
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	<ul style="list-style-type: none"> <li>• That the board chairperson is the spokesperson for the board.</li> <li>• That the board emphasizes planning, policy-making, and public relations rather than being involved in the management of school operations.</li> <li>• That an individual board member will not take unilateral action.</li> <li>• That individual directors do not give direction. Direction is given by the board as a whole.</li> </ul> <p>We will:</p> <ul style="list-style-type: none"> <li>• Exercise oversight responsibilities through policy, planning, advocacy and public relations.</li> <li>• Avoid attempts to micro-manage the schools.</li> <li>• Delegate the management of the schools to the superintendent.</li> <li>• Set clear goals for the superintendent that are timeline appropriate, reasonable expectations with appropriate accountability</li> </ul>
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<p><b>Board-Superintendent Relationship</b></p> <p><b>Board Policy 1620 The Board-Superintendent Relationship*</b></p>	<ul style="list-style-type: none"> <li>• Surprises to the board or the superintendent will be the exception, not the rule.</li> <li>• The board recognizes the superintendent as the chief executive officer and expects recommendations, proposals and suggestions on most matters before the board.</li> <li>• The board chairperson meets with the superintendent and keeps all board members informed of board matters/information.</li> <li>• Prior to a board meeting, each board member is encouraged to review agenda items with the Superintendent, ask questions to best understand the corresponding issues.</li> </ul>
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<p><b>Board Professional Development</b></p>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Conduct an annual self-evaluation.</li> </ul>
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<p><b>Board Policy 1822 Training and Professional Development for Board Members</b></p>	<ul style="list-style-type: none"> <li>• Address any individual problems, such as poor meeting attendance or leaks of confidential information.</li> <li>• Model life-long learning.</li> <li>• Participate in opportunities that provide professional growth.</li> <li>• Encourage members to take advantage of opportunities to inform themselves about current educational issues through individual study and participation in programs providing needed information.</li> <li>• Encourage members to disseminate information to other members.</li> </ul>
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<p><b>Board and Superintendent Roles in Negotiations</b></p> <p><b>Board Policies 1611 Conflicts of Interest and 5020 Collective Bargaining</b></p>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Define the philosophical and financial parameters for negotiations.</li> <li>• Trust our negotiating team to do the best job that they can.</li> <li>• Remind staff that there is a process in place, that the staff and district each have an identified negotiating team, and that any questions or issues need to go through the defined negotiation process.</li> <li>• Adopt and stand behind the final contracts.</li> <li>• Avoid conflicts of interests. (i.e. board members with family members as employees of the district)</li> </ul>
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**Adopted:**  
**Chewelah School District Board of Directors**  
**Revised:**