



*Every Student Matters, Every Moment Counts*

## Morton School District #214

### Home of the Timberwolves!

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[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

 @MortonSchoolDistrict214

 @MSD21214

### Morton Jr/Sr High School

152 Westlake Ave • Morton, WA 98356

p: 360-496-5137 • f: 360-496-6035

### Morton Elementary School

400 Main Ave • Morton, WA 98356

p: 360-496-5143 • f: 360-496-0327

#### Policy: 1220 Board Officers and Duties of Board Members

Section: ☐ - 0000 Planning ☒ - 1000 Board of Directors ☐ - 2000 Instruction ☐ - 3000 Students ☐ - 4000 Community Relations ☐ - 5000 Personnel ☐ - 6000 Management

#### Chair

The *chair* presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The *chair* conducts the meetings in the manner prescribed by the board's policies. The *chair* has 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 *chair* to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to 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 *chair* 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 *chair* 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 *chair* or his/her designee will serve as the spokesperson of the board. The *chair* is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The *chair* will avoid speculating upon actions or decisions which the board may take but has not yet taken.

#### Officers of the Board: Vice Chair

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

#### Legislative Representative

The legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will be elected from among the board members at the first regular meeting of the year in even numbered years and will serve for a period of two years. The legislative representative, board chair/president, or other board designee will represent the board at WSSDA's General Assembly, conveying local views and concerns to that body. When appropriate, the legislative representative obtains their board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. The legislative representative will monitor proposed school legislation, and provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, [jhannah@morton.k12.wa.us](mailto:jhannah@morton.k12.wa.us), or Section 504 Coordinator Jordan Austin, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, [jaustin@morton.k12.wa.us](mailto:jaustin@morton.k12.wa.us)*

### **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 *chair* 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.

#### **Cross References:**

1225 - School Director Legislative Program

1450 - Absence of a Board Member

#### **Legal References:**

RCW 28A.330.030 Duties of president

RCW 28A.330.040 Duties of vice-president

RCW 28A.330.080 Payment of claims — Signing of warrants

RCW 28A.330.200 Organization of the board — Assumption of superintendent's duties by board member, when

RCW 28A.343.390 Quorum — Failure to attend meetings

#### **Management Resources:**

2017 – April Issue

Policy News, December 2007 Role of the School Board President

Adoption Date: 5/22/2023

Classification: **Discretionary**

Revised Dates: **04.97; 12.07; 12.11; 04.17**