



The Washington State  
**BOARD OF EDUCATION**

# **Board Member Packet**

**The State Board's role in the K-12 system is to lead the development of state policy, provide effective system oversight of public schools, and advocate for student success.**

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# The Washington State Board of Education

An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

**TO:** New Student Member, FYI Board Member

**FROM:** Tami Jensen, Executive Assistant

**SUBJECT: ORIENTATION INFORMATION**

Welcome to the State Board of Education! As a student member of the Board, you should be familiar with the staff you'll be working closely with during your term.

Staff: Tami Jensen

Title: Executive Assistant

Duties: Coordinates your travel and any personal needs you may have

Contact: [tami.jensen@k12.wa.us](mailto:tami.jensen@k12.wa.us), 360-725-4475 or 360-485-6135 (cell phone when traveling)

Staff: Parker Teed

Title: Data Analyst

Duties: Provides support and guidance on your presentations to the Board

Contact: [parker.teed@k12.wa.us](mailto:parker.teed@k12.wa.us), 360-725-6047

Staff: Stephanie Davidsmeyer

Title: Communications Manager

Duties: Provides support and guidance as needed

Contact: [stephanie.davidsmeyer@k12.wa.us](mailto:stephanie.davidsmeyer@k12.wa.us), 360-764-0522

Staff: Randy Spaulding

Title: Executive Director

Duties: General issues regarding the Board or staff

Contact: [randy.spaulding@k12.wa.us](mailto:randy.spaulding@k12.wa.us), 360-725-6024 or 360-789-4192 (cell phone when traveling)



# The Washington State Board of Education

An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

**TO:** New Board Member

**FROM:** Randy Spaulding, Executive Director

**SUBJECT: ORIENTATION INFORMATION**

Welcome to the State Board of Education! This memo is an effort to get you started in your initiation to the State Board.

Your primary contact for day-to-day needs at the SBE office is our Executive Assistant, Tami Jensen. Her main line number is 360-725-4475. Of course, you are welcome to reach out to me anytime. My cell phone is 360-789-4192.

## Board Meetings

1. Board meeting materials are posted on our web site one week before the meeting. Directions will be included.
2. We typically have meetings every other month; however, we do have special meetings a few times a year for a variety of reasons (usually to fulfill a duty within a statutory timeline). It is typical for members to attend those by phone, and they often last less than two hours.
3. By statute, non-public employee members are entitled to a stipend of \$100/day for Board meetings. Please contact Tami if you wish to decline the stipend or have questions about your eligibility for a stipend.
4. You will need to contact staff to provide a variety of information, including direct deposit forms, vendor numbers, etc., to allow us to process your stipends and travel reimbursements.
5. Tami will send you a meeting form four weeks ahead of each meeting. Please fill this out with your travel needs and return to her before the stated deadline so she can make arrangements for you.
6. Lunch is always provided at every Board meeting and, depending on the location and start time of agenda, breakfast is occasionally provided. The Board will provide dinner on the first night of the annual retreat each September. If a meal is provided at a meeting, members are not eligible for reimbursement if they choose to opt out of what is being served. Meals not provided at meetings are reimbursed at [state per diem rates](#) based on the county of the meeting. (Read more in the Travel Policy section of this packet.)

## Board Issues

7. The Board sometimes hosts a community forum in the city of the meeting location either the night prior to a board meeting or the night of the first day. This is scheduled in the evening and the local community is invited to attend for the purpose of engaging with board members on various policy work. Please attend when possible.
8. Mark your calendar with all of the upcoming board meeting dates as listed on our web site: [www.sbe.wa.gov](http://www.sbe.wa.gov); keep in mind that you'll most likely be traveling the day prior to the meetings.
9. You may wish to review the last several board meeting agendas and minutes on our site under "Meetings" to get a flavor for the scope of issues the Board is pursuing.

RCW 28A.305.130 is our enabling statute, which includes the following introductory language about the purpose of the State Board of Education:

*The purpose of the state board of education is to provide advocacy and strategic oversight of public education; implement a standards-based accountability framework that creates a unified system of increasing levels of support for schools in order to improve student academic achievement; provide leadership in the creation of a system that personalizes education for each student and respects diverse cultures, abilities, and learning styles; and promote achievement of the goals of RCW [28A.150.210](#)*

Please don't hesitate to contact me or Tami Jensen if you have any questions.

Respectfully,

A handwritten signature in blue ink, appearing to be 'RS' or similar initials, written in a cursive style.

Randy Spaulding  
Executive Director  
The Washington State Board of Education



# The Washington State Board of Education

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## New Board Member Information Form

Please complete the information below and return to Tami Jensen.

The following information in this top section will be used for travel and board rosters. Only staff and board members will have access to this information.

Name \_\_\_\_\_ (as it appears on your driver's license (for flights))

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you currently a public employee?  Yes  No

If you checked the "No" box, do you want the \$100 stipend per day for each board meeting you attend?

Yes  No

Please check one:

I would prefer my bi-monthly board packet mailed to the address above.

I would prefer to view the paperless packet online and a hard copy provided to me at each meeting.

I would prefer to view the paperless packet online only

Dietary Restrictions \_\_\_\_\_

Health Conditions you think SBE should know about: \_\_\_\_\_

Please send your bio and a picture to the Communications Manager (if you haven't already). This will be posted on the website.

Staff will order business cards for you to share with the public. Please provide the following information as you'd like it to appear on your cards:

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If no phone number is provided, staff will ask the public to reach you via email only.

Note: You can use any email and phone number you'd like, but **we highly recommend you have a separate email address exclusively for SBE business because all board member emails/accounts are subject to public record requests.** Otherwise, staff ask that members use a Gmail account with Google as it's more compatible with survey software staff use. After you leave the Board, staff may contact you requesting records up to six years if a public record request is received. If you don't wish to hold records after your term ends, you may transfer all files/emails to a disk and ask staff hold them on your behalf.



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## **2020 MEETING CALENDAR:**

Date	Place	City
January 15-16	ESD 113	Tumwater
March 11-12	TBD	Tacoma
May 13-14	TBD	Pasco
July 8-9	ESD 101	Spokane
August (Special Meeting if needed)	TBD	TBD
September 15-17	TBD	Anacortes
November 4-5	TBD	Vancouver



# The Washington State Board of Education

An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

## Vision

The Washington State Board of Education envisions an education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

## Mission

The mission of the State Board of Education is to provide transparent leadership in K-12 education policy-making; effective oversight of schools serving Washington K-12 students; and, assertive advocacy for student personal growth and success. These three areas of responsibility will support a system that personalizes learning for each student and values diverse cultures, abilities, and learning styles.

## Equity Statement of Intent

The Washington State Board of Education uses equity as a guiding principle in carrying out its statutory charges, strategic planning, and policymaking. The Board believes that the state's school system exists to empower all students and assure they are ready to become productive, caring, and civically engaged community members.

## Strategic Plan

The [2019-2023 Strategic Plan](#) contains six goals for the State Board of Education:

1. All students feel safe at school, and have the supports necessary to thrive.
2. All students are able to engage in their schools and their broader communities, and feel invested in their learning pathways, which lead to their post-secondary aspirations.
3. School and district structures and systems adapt to meet the evolving needs of the student population and community, as a whole. Students are prepared to adapt as needed and fully participate in the world beyond the classroom.
4. Students successfully transition into, through, and out of the P-12 system.
5. Students graduate from Washington State high schools ready for civic engagement, careers, post-secondary education, and lifelong learning.
6. Equitable funding across the state to ensure that all students have the funding and opportunities they need, regardless of their geographical location or other needs.



# The Washington State Board of Education

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## Equity Statement

The Washington State Board of Education uses equity as a guiding principle in carrying out its statutory charges, strategic planning, and policymaking.

The Board believes that the state's school system exists to empower all students and assure they are ready to become productive, caring, and civically engaged community members.

The Board is committed to successful academic attainment for all students. It will require narrowing opportunity and academic achievement gaps between the highest and lowest performing students, and eliminating predictability and disproportionality in student outcomes by race, ethnicity, and socioeconomic conditions.

To accomplish this, the Board will work collaboratively and transparently with educational and community partners to:

- Ensure that equity in education is understood as a process to identify and eliminate institutional policies, practices, and barriers that reinforce and contribute to predictably disparate educational outcomes;
- Honor and actively engage Washington's underserved communities as partners in developing and advocating for equity-driven policies, practices, and resources that meet the needs of all students; and
- Use equity as a lens to continuously assess and improve the collective process of policymaking to ensure our school system's commitment and ability to meet the needs of all students today and into the future.

Adopted March 14, 2019



2019–2023  
**STRATEGIC PLAN**  
*sbe.wa.gov/strategic-plan*



The Washington State Board of Education (SBE) envisions an education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning. The strategic plan also lays out a set of goals and priorities to realize this vision.

- ✱ All students feel safe at school, and have the supports necessary to thrive.
- ✱ All students are able to engage in their schools and their broader communities, and feel invested in their learning pathways, which lead to their post-secondary aspirations.
- ✱ School and district structures and systems adapt to meet the evolving needs of the student population and community, as a whole. Students are prepared to adapt as needed and fully participate in the world beyond the classroom.
- ✱ Students successfully transition into, through, and out of the P–12 system.
- ✱ Students graduate from Washington State high schools ready for civic engagement, careers, post-secondary education, and lifelong learning.
- ✱ Equitable funding across the state to ensure that all students have the funding and opportunities they need, regardless of their geographical location or other needs.

The strategic plan serves as a foundation for Board actions and efforts for the period of 2019 through 2023. During this time period, progress will be measured on an annual basis using the indicators of system health. (See opposite side.)

**BOARD MEMBERS**

- |                                       |                   |                        |  |  |
|---------------------------------------|-------------------|------------------------|--|--|
| • Kevin Laverty, <i>Chair</i>         | • Patty Wood      | • Harium Martin-Morris | • Chris Reykdal, <i>Supt of Public Instruction</i> | • Joe Hofman, <i>Student [Cascade HS]</i>          |
| • Peter Maier J.D., <i>Vice Chair</i> | • Ryan Brault     | • Dr. Paul Pitre       | • Judy Jennings, <i>Private Schools Rep</i>        | • Autymn Wilde, <i>Student [Central Valley HS]</i> |
| • MJ Bolt                             | • Dr. Alan Burke  | • Ricardo Sanchez      |  |  |
| • Jeff Estes                          | • Connie Fletcher |                        |  |  |
|                                       | • Holly Koon      |                        |  |  |

**Opportunity & Imperative**  
*Ensuring all students have the opportunity to gain the knowledge and skills they need*

The Washington State Board of Education (SBE) provides oversight of the Washington K–12 education system to ensure that all students have the opportunity to gain the knowledge and skills they need to become lifelong learners, take advantage of their choice of post-secondary training and education, support themselves and their families, live satisfying, healthy and productive lives, and exercise their civic responsibilities.

Washington State is experiencing tremendous change in career opportunities, access to information, transportation, and mobility. However, the demographics of our residents and our students are changing rapidly. While the pace of these changes appears to be accelerating, our schools have struggled to keep pace and meet the needs of our students and their families, communities, and employers in this vibrant and growing economy.

**5 CATEGORIES:**

- STUDENT WELL-BEING**
- LEARNING ENVIRONMENTS**
- SYSTEM DESIGN**
- STUDENT TRANSITIONS & DIPLOMA**
- FUNDING & ACCOUNTABILITY**

The strategic plan is intended to highlight not just initiatives led by the Board but also those of partner agencies and organizations that are working to improve our education system, advance equity, and respond to the needs of students and communities. The development of the plan relied on the work of the EOGOAC, ELOC, Career Connect Washington, OSPI, PESB, CISL, WSAC, WSSDA, DCYF, WTECB, and others. In addition, we received input through regional community forums, outreach at partner meetings, presentations to the State Board, and a public survey that reached 2,690 participants.

*The Board is comprised of sixteen members, including two student members, the Superintendent of Public Instruction, one member elected by the private schools, five members elected by local school boards, and seven members appointed by the Governor.*



# STATEWIDE INDICATORS OF EDUCATION SYSTEM HEALTH

2018 SUMMARY REPORT & RECOMMENDATIONS  
[sbe.wa.gov/education-system-health](http://sbe.wa.gov/education-system-health)

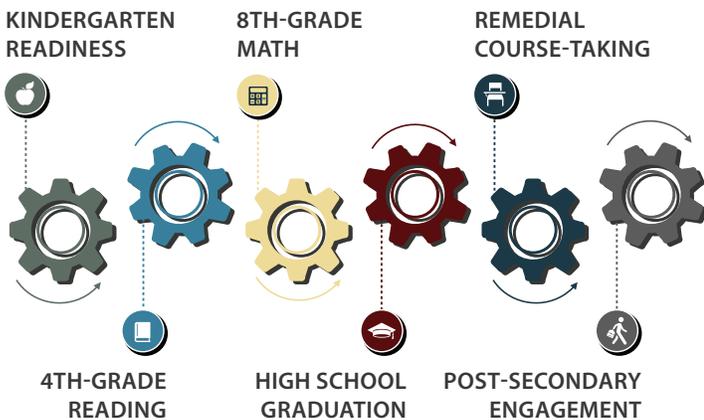
WASHINGTON STATE BOARD OF EDUCATION  
**Statewide Indicators of Education System Health**  
 2018 SUMMARY REPORT & RECOMMENDATIONS



**W**ashington faces a real opportunity to address persistent challenges in our education system. There is a great deal of alignment and energy among partners in the Washington state education system. Many of our partners have established goals and initiated actions that align with the SBE vision of an education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning. The State Board of Education is committed to working with partners in education to attain our common goals.

Statewide Indicators of the Educational System Health are centered on three primary framing questions:

- 1** Are young children prepared to learn as they transition into the K–12 system?
- 2** Do students have access to quality schools and programs?
- 3** Are students provided an opportunity to develop the skills and knowledge to be prepared for civic engagement, careers, postsecondary education, and lifelong learning?



The six primary indicators (Kindergarten Readiness, 4th-Grade Reading, 8th-Grade Math, High School Graduation, Remedial Course-taking, and Post-secondary Engagement) provide an annual snapshot of the Washington education system beginning in kindergarten and extending into higher education and work. The indicators are intended to provide a state level look at key trends; however, they are not comprehensive.

Washington is improving on most key education performance indicators, however, the rate of improvement is not enough to achieve the long term goals the state has set for its students. Detailed analysis of the results may be found in the Indicators of Educational System Health Report (<http://bit.ly/18system>) and the data supplement (<http://bit.ly/18supp>).

### MOST RECENT PERFORMANCE FOR THE “ALL STUDENTS” GROUP ON STATEWIDE INDICATORS

Indicator	3-Year Trend	2018 Actual	2018 Target
Kindergarten Readiness	IMPROVING	46.7%	51.7%
4th-Grade Reading	UNCHANGED	57.3%	58.7%
8th-Grade Math	UNCHANGED	47.5%	50.9%
High School Graduation	IMPROVING	79.3%*	80.4%
Readiness for College Coursework	IMPROVING & TO BE UPDATED	73.9%*	75.5%
Post-secondary Attainment & Workforce	IMPROVING & TO BE UPDATED	42%*	44%

\*2017 represents the most recent year of data at the time of publication.

## 2020 Legislative Platform

The Board appreciates the progress the 2019 Legislature made in increasing flexibility in high school graduation requirements. During the second year of this biennium, the Board is committed to continued collaboration with the legislature and our other K-12 partners to implement and refine current state policies to ensure all of Washington's students graduate prepared for civic engagement, careers, postsecondary education, and lifelong learning. The Board's 2020 legislative platform builds on the priorities established last year. The Board will also advocate to advance additional initiatives consistent with our 2019-2023 strategic plan.

### **Educational Equity**

The Board supports legislation targeted to dismantling institutional policies, programs, and practices that contribute to disparate and statistically predictable educational outcomes based on race, ethnicity, socioeconomic background, and other factors. Specifically, the Board supports changes to school funding that are equitable and based on the diverse needs of students and changing societal demands. In addition, the Board supports increasing access to dual credit and high-quality expanded learning opportunities for historically underserved students.

### **School Safety**

Safe schools foster academic achievement and a healthy K-12 system. The Board urges the state to create a state-wide framework for mental health support, social emotional learning, and trauma-informed instructional models in the K-12 system; and to further expand and sustain comprehensive statewide school safety and mental health systems via regional coordination.

### **Special Education**

Despite critical investments made in 2019, Special Education funding remains inadequate. The Board urges the Legislature to increase funding for students who have Individualized Education Plans and students qualifying for the Safety Net, and to support inclusionary practices.

### **Early Learning**

The Board appreciates the progress made last year and urges the Legislature to continue to expand access to affordable, high-quality early childhood education for all of Washington's children, particularly children of color and children in poverty, to mitigate opportunity and achievement gaps.

### **Modest Budget Requests**

The Board has submitted requests to support our website ADA accessibility and local development of credit-bearing High School and Beyond Plan options. In addition, the Board is advocating for additional resources at ERDC to support cross-agency data analysis and reporting.



## Board Member Roster

*SCM: Approved Student Chaperone or Mentor*

**ELECTED - Region 1 (Expires  
01/2022)**

**MJ Bolt *SCM***

Mjbolt356@gmail.com

**ELECTED - Region 2 (Expires  
01/2022)**

**Ryan Brault**

ryanbraultsbe@gmail.com  
Ardetta Sykes, Assistant  
Ardette.sykes@edwardjones.com

**Private Schools Representative  
(Expires 01/2024)**

**Jan Brown**

brownjanmarie@gmail.com

**APPOINTED - Position 7 (Expires  
01/2022)**

**Jeff Estes**

jeffestessbe@gmail.com

**ELECTED - Region 3 (Expires  
01/2024)**

**Mary Fertakis**

mfertakis@comcast.net

**APPOINTED - Position 3 (Expires  
01/2023)**

**Bill S. Kallappa II**

kallappa.bill@nisqually-nsn.gov (H)  
360-705-1197

**APPOINTED - Position 4 (Expires  
01/2022)**

**Holly Koon *SCM***

PO Box 813  
Deming, WA 98244  
(W) 360-383-2015 ext. 4523  
(H) 360-599-1730  
(C) 360-296-8309  
holly@mtbaker.wednet.edu

**ELECTED - Region 5 (Expires  
01/2022) Peter Maier *SCM***

7557 28th Ave NW  
Seattle, WA 98117  
(H) 206-782-5004, (W) 206-623-2800  
(C) 206-406-8963  
pmaiersbe@gmail.com

**APPOINTED - Position 1 (Expires 01/2021)**

**Harium Martin-Morris**

hariumsbe@gmail.com

**APPOINTED - Position 6 (Expires 1/2019) Paul Pitre, Ph.D.**

paulsbe19@gmail.com

**APPOINTED - Position 5 (Expires 01/2022)**

**Susana Reyes**

drsusanareyes@gmail.com

**Superintendent of Public Instruction, Chris Reykdal**

amber.palmer@k12.wa.us

**APPOINTED - Position 2 (Expires January 12, 2021)**

**Kevin Wang**

sbe@k12.wa.us

**ELECTED - Region 4 (Expires 01/2021)**

**Patty Wood *SCM***

pattywoodsbe@gmail.com

**Student Board Members**

**Student Representative (Western Region)**

**(Expires 7/2021)**

**Margarita Amezcua**

mamezcuasbe@gmail.com

**Student Representative (Eastern Region) (Expires 7/2020)**

**Autymn Wilde**

Autymn.Wilde@k12.wa.us

## State Board Staff Member Roster

### Main Office Number

**360-725-6025**

**\*\* Staff can be reached directly by pressing "0" at any time during the menu options recording**

### Executive Director

#### Randy Spaulding

(W) 360-725-6024

(C) 360-789-4192

Randy.Spaulding@k12.wa.us

### Director of Advocacy and Engagement

#### J. Lee Schultz

j.lee.schultz@k12.wa.us

### Executive Assistant

#### Tami Jensen

(W) 360-725-4475

(C) 360-485-6135

tami.jensen@k12.wa.us

### Operations Manager

#### Mark Bergeson

(W) 360-725-6327

Mark.bergeson@k12.wa.us

### Communications Manager

#### Stephanie Davidsmeyer

(W) 360-764-0522

Stephanie.davidsmeyer@k12.wa.us

### Director of Career- and College-Ready Initiatives

#### Linda Drake

(W) 360-725-6028

linda.drake@k12.wa.us

### Secretary Senior (part-time, Board Meeting Support)

#### Terri Eixenberger

Terrieixenberger@yahoo.com

### Office Assistant 2

#### Theresa Leo

Theresa.leo@k12.wa.us

### Policy Manager for Career- and College-Readiness

#### Alissa Muller

(W) 360-725-6501

Alissa.muller@k12.wa.us

### Research Director

#### Andrew Parr

(W) 360-725-6063

andrew.parr@k12.wa.us

## **SBE Counsel**

**Linda Sullivan-Colglazier**

(W) 360-586-3598

[lindas1@atg.wa.gov](mailto:lindas1@atg.wa.gov)

## **Basic Education Manager**

**Parker Teed** *SCM*

(W) 360-725-6047

[parker.teed@k12.wa.us](mailto:parker.teed@k12.wa.us)

## **Committees**

### **Executive Committee**

Chair: Peter Maier

Vice Chair: MJ Bolt

Member At-Large: Harium Martin-Morris

Member At-Large: Bill S. Kallappa II

Member At-Large: Jeff Estes

Staff: Randy Spaulding,

Tami Jensen

### **Legislative Committee**

Patty Wood (Chair)

Holly Koon

MJ Bolt

Bill S. Kallappa II

Staff: Director of Advocacy and

Engagement,

Randy Spaulding

### **Equity Committee**

Patty Wood (co-chair)

Bill S. Kallappa II (co-chair)

Ryan Brault

Dr. Paul Pitre

Dr. Susana Reyes

Staff: Alissa Muller,

Randy Spaulding, Stephanie Davidsmeyer

## **Student Voice**

Autymn Wilde (co-chair)

Margarita Amezcua (co-chair)

MJ Bolt

Ryan Brault

Bill S. Kallappa II

Patty Wood

Staff: Parker Teed,

Randy Spaulding

## **School Awards and Recognition**

### **Workgroup (Ad-Hoc – Expires June 2020)**

MJ Bolt

Patty Wood

Dr. Susana Reyes

Bill S. Kallappa II

Harium Martin-Morris

Staff: Andrew Parr,

Randy Spaulding

### **Board Norms (Ad-Hoc – Expires January 2020)**

Kevin Laverty

Jeff Estes

Judy Jennings

Ryan Brault

Dr. Paul Pitre

Staff: Randy Spaulding

*Updated December 2019*

<b>Name</b>	<b>Position Type</b>	<b>Position Number</b>	<b>Term Years</b>	<b>Term Number</b>
<b>MJ Bolt</b>	Elected	Region #1	2016-2024	Second Term
<b>Ryan Brault</b>	Elected	Region #2	2017-2022	First Term (First term started in 2018, 2017 was finishing a vacated term)
<b>Mary Fertakis, M.Ed</b>	Elected	Region #3	2020-2024	<a href="#">First Term</a>
<b>Patty Wood</b>	Elected	Region #4	2017-2021	First Term
<b>Peter Maier</b>	Elected	Region #5	2014-2022	Second Term
<b>Harium Martin-Morris</b>	Appointed	Position #1	2017-2021	Finishing Vacated Term
<b>Kevin Wang</b>	Appointed	Position #2	2020-2021	Filling a Vacated Term
<b>Bill Kallappa II</b>	Appointed	Position #3	2019-2023	First Term
<b>Holly Koon</b>	Appointed	Position #4	2014-2022	Second Term
<b>Dr. Susana Reyes</b>	Appointed	Position #5	2019-2022	First Term
<b>Dr, Paul Pitre</b>	Appointed	Position #6	2018-2023	First Term (First term started in 2019, 2018 was finishing a vacated term)
<b>Jeff Estes</b>	Appointed	Position #7	2014-2022	Second Term
<b>Jan Brown</b>	Private Schools		2020-2024	First Term
<b>Chris Reykdal</b>	Superintendent		2017-2020	First Term
<b>Margarita Amezcua</b>	Student		2019-2021	First Term
<b>Autymn Wilde</b>	Student		2018-2020	Second Term



# The Washington State Board of Education

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## Board Member Liaison Assignments

Organization	Primary Liaison
<a href="#">Association of Washington School Principals(AWSP)</a>	Susana Reyes (Liaison)
<a href="#">Association of Washington Student Leaders (AWSL)</a>	Autymn Wilde (Student Steering Committee Mem. Margarita Amezcua (Student Steering Committee Member)
<a href="#">Black Education Strategy Roundtable</a>	Harium Martin-Morris (Paul Pitre and Peter Maier to attend as available)
<a href="#">Career Connect Washington, Government and Education Work Group</a>	Randy Spaulding (SBE appointed rep); MJ Bolt (SBE appointed rep)
<a href="#">Education Opportunity Gap Oversight and Accountability</a>	Bill Kallappa (GOIA appointed member)
<a href="#">ESD 101 (Spokane)</a>	MJ Bolt (Liaison)
<a href="#">ESD 105 (Yakima)</a>	Susana Reyes (Liaison), Jeff Estes (Back-up)
<a href="#">ESD 112 (Vancouver)</a>	Patty Wood (Liaison)
<a href="#">ESD 113 (Olympia)</a>	Bill Kallappa (Liaison), Randy Spaulding (Back-up)
<a href="#">ESD 114 (Bremerton)</a>	Peter Maier (Liaison)
<a href="#">ESD 121 – Puget Sound ESD (Renton)</a>	Peter Maier (Liaison)
<a href="#">ESD 123 (Tri Cities)</a>	Ryan Brault (Liaison), Jeff Estes (Back-up)
<a href="#">ESD 171 - NCESD (Wenatchee)</a>	MJ Bolt (Liaison)
<a href="#">ESD 189 - NWESD (Anacortes)</a>	Holly Koon (Liaison)
<a href="#">GATE Partnership Advisory Committee</a>	Linda Drake (Invited SBE Member)
<a href="#">Governor’s STEM Education Innovation Alliance</a>	Jeff Estes (Governor appointed SBE rep); Randy Spaulding (Governor appointed SBE rep).
<a href="#">Learning First Alliance</a>	Randy Spaulding (Member) / Jeff Estes (Member)
<a href="#">Military Interstate Children’s Compact Commission (MIC3).</a>	Peter Maier (Member); Randy Spaulding
<a href="#">NASBE Committees (Elected)</a>	MJ Bolt (Nominations Committee; Conference Plan. Committee)



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Organization	Primary Liaison
<a href="#">NASBE Governmental Affairs Committee (GAC)</a>	Patty Wood (SBE Appointed)
<a href="#">NASBE Public Education Positions Committee (PEP)</a>	Mary Fertakis (SBE Appointed)
OSPI: <a href="#">K-12 Data Governance</a>	Andrew Parr (Invited SBE Rep)
OSPI: Launch Years Initiative	Jeff Estes (SBE Representative); Linda Drake (alternate)
OSPI: <a href="#">School Facilities Citizens Advisory Panel (CAP)</a>	Harium Martin Morris (SBE appointed rep); Carolyn Tolas (SBE-appointed); Vacant (SBE-appointed); Michael DeBell (SBE-appointed); Susan Weed (SBE-appointed); Michael Wiser (WSSDA-recommended); Kathleen Anderson (WSSDA-recommended).
OSPI: <a href="#">School Safety and Student Well-Being Advisory Committee</a>	Parker Teed (Invited SBE Rep)
OSPI: <a href="#">Social Emotional Learning Workgroup</a>	Mary Fertakis (SBE appointed rep)
OSPI: <a href="#">Staffing Enrichment Workgroup</a>	Holly Koon (SBE appointed rep); Randy Spaulding (alternate)
OSPI: Task Force on Institutional Education Programs	TBD (SBE Appointed Member)
<a href="#">Private School Advisory Council</a>	Jan Brown (Member – by position)
<a href="#">Professional Educator Standards Board (PESB)</a>	Jan Brown (Liaison)
SBE: <a href="#">Mastery Based Education Workgroup</a>	Paul Pitre (SBE appointed member)
State Teacher of the Year Selection Committee	n/a
<a href="#">Washington Association of School Administrators (WASA)</a>	Susana Reyes (Liaison)
<a href="#">Washington Association of Student Council (WASC)</a>	Autymn Wilde, Margarita Amezcua (Members – by position)
WSAC: Work Group on Dual Credit	Holly Koon (if SBE is invited)
<a href="#">Washington Charter School Commission*</a>	Harium Martin-Morris (SBE Chair Designee)
<a href="#">Washington Education Association (WEA)</a>	Holly Koon (Liaison)
<a href="#">Washington Federation of Independent Schools (WFIS)</a>	Jan Brown (Member – by position)



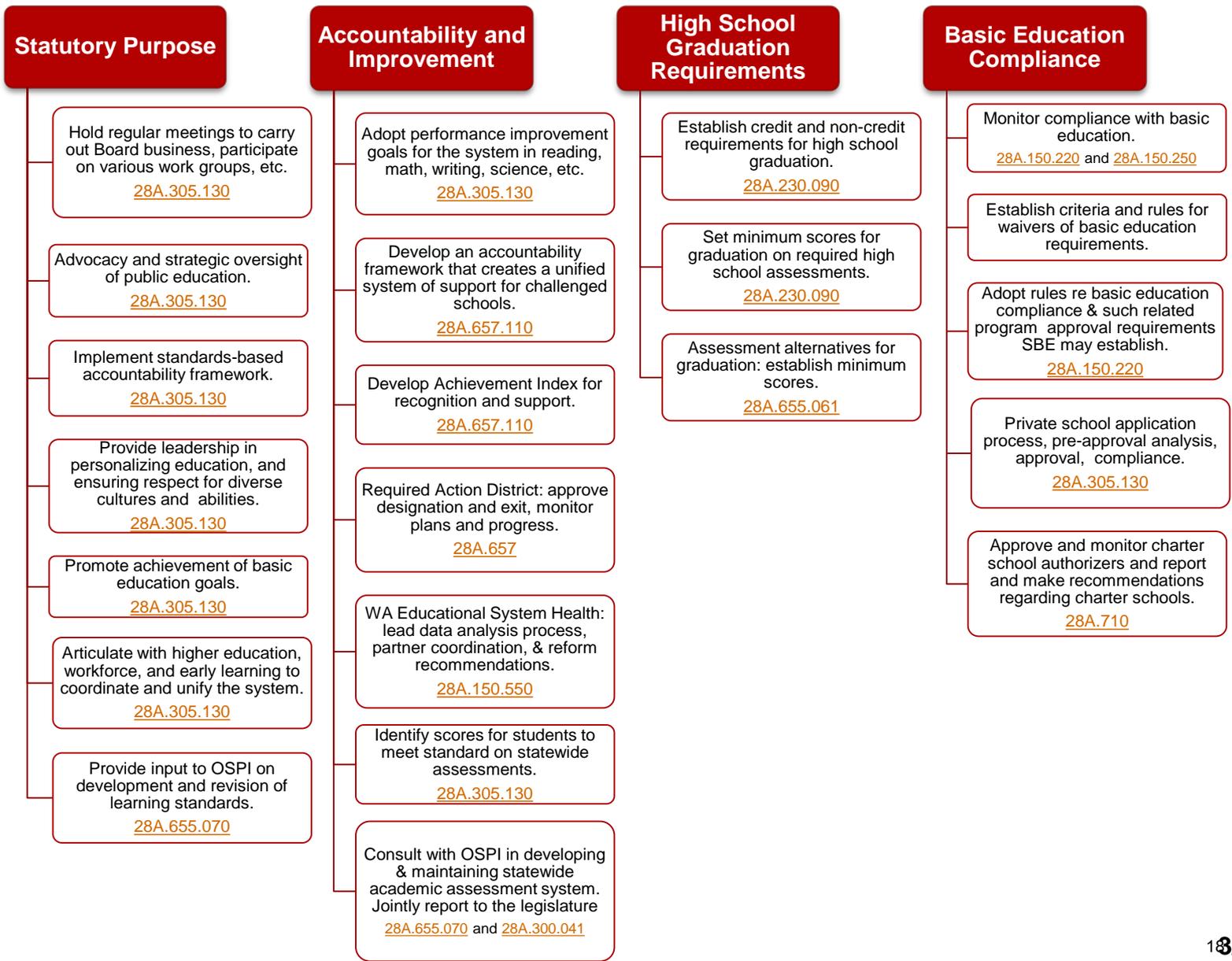
# The Washington State Board of Education

An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

Organization	Primary Liaison
<a href="#">Washington State School Directors' Association (WSSDA)</a>	Peter Maier, MJ Bolt, Patty Wood, Ryan Brault, Mary Fertakis
WSSDA Government-to-Government Committee (Tribal Governments)	Patty Wood (SBE Representative)
<a href="#">Washington Student Achievement Council (WSAC)</a>	Patty Wood (Liaison)
<a href="#">Workforce Training and Education Coordinating Board (WTB)</a>	MJ Bolt (Liaison)



# State Board of Education Statutory Duties





# The Washington State Board of Education

An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

## **DRAFT Board Norms for the Washington State Board of Education**

March 11, 2020

1. Board meetings will focus on State Board of Education goals as articulated in the Strategic Plan, while recognizing that other matters may also be part of a meeting agenda.
2. The purpose of Board meetings is to discuss policies that help all students engage in personalized education pathways that prepare them for civic engagement, careers, post-secondary education, and lifelong learning. Agendas, presentations, and discussions for each board meeting should reflect this overarching purpose.
3. As a policy making and advocacy body, the Board will adhere to shared values expressed in the strategic plan as Board members endeavor to fulfill the Board's mission and vision. To this end the Board will apply an equity lens when considering and adopting policies and approving reports. In addition, the Board will annually review and update the equity statement and lens to ensure equity remains an integral part of the policy and decision-making process.
4. At Board meetings, and in all communications with the public and staff, Board members will maintain the dignity and integrity appropriate to an effective public body.
5. Every board member is expected to play a meaningful role in the Board's overall operations. Each member expects of one another a dedication to the work of the Board and will endeavor to understand the views of other members and to engage in civil discussion. The Board embraces healthy debate on policy issues. In addition, the board endeavors to:
  - a. Support new members learning as they become engaged and active members of the Board.
  - b. Ensure student voice is heard and considered as a critical part of policy debate and discussion.
6. Board meetings include the following procedures:
  - a. Board meetings will start on time and end on time.
  - b. Meeting materials will be made available one week in advance (see Bylaw Article V section 2) and should consistently be of high quality.

- c. Board members are expected to consistently attend and prepare for Board and committee meetings and to read the materials in advance of the meeting (see Bylaw Article III, section 2).
  - d. As schedule permits, Board members are encouraged to attend community forums, site visits, and other outreach and engagement events.
  - e. Each presentation will start with a staff introduction providing clarity of the purpose of the presentation and the decision to be made or issue to be considered.
  - f. Board members will hold their questions (except for brief clarifying questions) until the end of each presentation, or until the presenter offers a designated "pause" for questions.
  - g. The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the State Board of Education in all cases to which they are applicable and in which they are not inconsistent with these bylaws, state law and any special rules of order the State Board of Education may adopt.
  - h. Board members will do their best to be succinct to maintain opportunity for all to express themselves. To avoid repetition of the same ideas and points Board members will strive to express agreement with a member rather than repeat a point that has already been made.
  - i. In the interest of orderly and efficient meetings, and to balance Board members' speaking time, the Board Chair will recognize members prior to them speaking. The Vice Chair or Executive Director will assist the chair in tracking who would like to speak on an issue.
  - j. Each Board member expects of others a commitment to speak and listen with purpose during each discussion. The Board Chair – or his/her designee – will provide leadership to ensure that the discussions and deliberations are leading to a focused outcome.
  - k. Board meetings should be a forum for Board discussion. Staff and guest presentations will be structured to facilitate this discussion, not supplant it.
  - l. Board members may engage in different ways and may find it necessary at times to stand or move around during the meeting time.
7. When considering policy proposals or other decisions, each Board member expects of others an opportunity for advance review. The Board agrees to a "no surprises" mode of operation. To this end, Board members may submit proposed agenda items to the Chair or Executive Director (see Bylaw Article V, section 2) for consideration by the Executive Committee. The Executive Committee will respond to member proposals as appropriate. If, after discussion of an item, the

proposing member changes her or his mind or otherwise deems the proposal unnecessary they may withdraw their proposal.

8. Although the Board is composed of appointed and elected members, Board members strive for commonality and unity of purpose through their deliberations.
9. Board members will maintain the confidentiality of executive sessions.
10. Members of the Board will support Board positions, decisions, and policies when providing information to the public, stakeholder groups, or the legislature. (3)  
This section does not preclude individual Board members from expressing their personal views. When expressing personal views, members should specify that that they are speaking as an individual and not on behalf of the Board.
11. The chair, executive director, or the executive director's designee will be the spokesperson for the Board with the media.
12. The Board is a learning organization. As a body we strive to explore new issues and expand our collective knowledge to better address policy issues facing students and our education system. To this end members and staff engage in professional learning and the board will engage with stakeholders and other experts to inform planning and establishing priorities. Members who attend meetings with exterior stakeholders or participate in professional learning opportunities may report back to the Board during the next regular Board Meeting as appropriate and as agenda time allows

**Bylaws of the Washington State Board of Education**  
Draft Proposal for Discussion at the September 2019 Annual Meeting

**ARTICLE I**  
**Name**

The name of this agency shall be the Washington State Board of Education.

**ARTICLE II**  
**Purpose**

The purpose of the Washington State Board of Education is to provide advocacy and strategic oversight of public education; implement a standards-based accountability system to improve student academic achievement; provide leadership in the creation of a system that personalizes education for each student and respects diverse cultures, abilities, and learning styles; and promote achievement of the Basic Education Act goals of RCW 28A.150.210.

**ARTICLE III**  
**Membership and Responsibilities**

**Section 1. Board composition.** The membership of the Washington State Board of Education is established by the Legislature and specified in the Revised Code of Washington (RCW 28A.305.011).

**Section 2. Meeting attendance and preparation.** Members are expected to consistently attend and prepare for Board and committee meetings, of which they are members, in order to be effective and active participants. Members are further expected to stay current in their knowledge and understanding of the Board's projects and policymaking.

**Section 3. Board Priorities and Positions.** (1) Strategic Plan. The Board shall periodically adopt and annually review a strategic plan that establishes priorities and initiatives to guide the work of the Board. Once adopted by the Board the plan supersedes prior plans. (2) Legislative Positions. The Board shall annually adopt a legislative platform that establishes positions on issues the Board will engage in during a given legislative session.

**Section 4. External communication.** (1) Members of the Board will support Board positions, decisions, and policies when providing information to the public, stakeholder groups, or the legislature. (2) The executive director or his/her designee will be the spokesperson for the Board with the media. (3) This section does not preclude individual Board members from expressing their personal views. When expressing personal views, members should specify that they are speaking as an individual and not on behalf of the Board.

**Section 5. Board responsibilities.** The Board may meet in order to review any concerns presented to the chair or executive committee about a Board member's performance or conduct.

**Section 6. Member designation as external group liaison.** (1) The Board chair may designate an individual member as a liaison to an external group or to serve as the Board's representative on another board or group. Appointments will typically be for a term of two years or at the pleasure of the chair unless otherwise stated by the external group. There is no limit on the number of terms a member may serve for

liaison appointments; however, a member's appointment expires when his or her service on the Board ends. In instances where the Board appoints non-members to external boards, workgroups, or other bodies, the term of the appointment will be 2 years unless stated otherwise.

## **ARTICLE IV Officers**

**Section 1. Designation.** There shall be five officers of the Board: the chair, the vice chair, the immediate past chair, when available, and at least two members at-large.

**Section 2. Term of officers.** (1) The chair shall serve a term of two years and may serve for no more than two consecutive two-year terms.

(2) The vice chair shall serve a term of two years and may serve no more than two consecutive two-year terms.

(3) The members at-large shall serve a term of one-year and may serve no more than two consecutive one-year terms.

(4) (a) The immediate past chair shall serve a term of one-year. (b) Once the immediate past chair has served her/his one year term or if the immediate past chair is not available, the fifth officer position shall be elected as a member at-large.

**Section 3. Officer elections.** (1) Elections shall be conducted by ballot and in accordance with RCW 42.30.060

(2) **Two-year positions.** (a) The chair and vice chair shall be elected biennially by the Board at the annual planning meeting of the Board.

(b) Each officer under subsection (1)(a) shall take office at the end of the meeting and shall serve for a term of two years or until a successor has been duly elected. No more than two consecutive two-year terms may be served by a Board member as chair, or vice chair.

(3) **One-year position.** (a) The member at-large officer positions shall be elected annually by the Board at the annual planning meeting of the Board.

(b) The members of the Board elected as members at-large shall take office at the end of the meeting and shall serve for a term of one year or until a successor has been duly elected. No more than two consecutive one-year terms may be served by a Board member as a member at-large.

(c) The immediate past chair position shall be considered a member at-large position for the purpose of duties and term limits.

(4) **Vacancies.** (a) Upon a vacancy in any officer position, the position shall be filled by election not later than the date of the second ensuing regularly scheduled Board meeting. The member elected to fill the vacant officer position shall begin service on the executive committee at the end of the meeting at which she or he was elected and complete the term of office associated with the position.

(b) Time served filling the remainder of a term of office due to vacancy does not count towards the established term limits.

(5) **Ties.** (a) After three tied votes for an officer position, the election shall be postponed until the next regularly scheduled meeting, at which time one final vote will be taken.

(b) If the final vote results in a tie, all candidate names shall be placed in a receptacle and the election for the officer position shall be decided by a blind draw of a candidate name from the receptacle by the chair.

**Section 4. Duties.** (1) **Chair.** The chair shall preside at the meetings of the Board, serve as chair of the executive committee, make committee and liaison appointments, be the official voice for the Board in matters pertaining to or concerning the Board, its programs and/or responsibilities, and otherwise be responsible for the conduct of the business of the

Board.

(2) **Vice Chair.** The vice chair shall preside at Board meetings in the absence of the chair, sit on the executive committee, and assist the chair as may be requested by the chair. When the chair is not available, the vice chair shall be the official voice for the Board in all matters pertaining to or concerning the Board, its programs and/or responsibilities.

(3) **Immediate Past Chair.** The immediate past chair shall carry out duties as requested by the chair and sit on the executive committee. If the immediate past chair is not available to serve, a member of the Board will be elected in her/his place and shall serve as a member at-large.

(4) **Members At-Large.** The members at-large shall carry out duties as requested by the chair and sit on the executive committee.

(5) Members serving as officers of the Board may participate in Board debates and vote on business items.

## **ARTICLE V Meetings**

**Section 1. Regular meetings.** (1) The Board shall hold regularly scheduled meetings, including an annual planning meeting, and other special meetings as needed at a time and place within the state as the Board shall determine.

(2) The Board shall hold a minimum of four meetings yearly, including one annual planning meeting.

(3) A Board meeting may be conducted by conference telephone call or by use of video/telecommunication conferencing. Such meetings shall be conducted in a manner that all members participating can hear each other at the same time and that complies with the Open Public Meetings Act.

**Section 2. Agenda preparation.** (1) The agenda shall be prepared by the executive director in consultation with the executive committee.

(2) Members of the Board may submit proposed agenda items to the Board chair or the executive director.

(3) In consultation with the executive committee, the Board chair, or executive director at the direction of the chair, will give final approval of all items and changes that will appear on the agenda at a Board meeting prior to being sent to Board members.

(4) The full agenda, with supporting materials, shall be provided to the members of the Board at least one week in advance of the Board meeting, in order that members may have ample opportunity for study of agenda items listed for action.

(5) Following release to the Board, the agenda and meeting materials shall be made publicly available on the agency website in an accessible format consistent with the requirements of the American's with Disabilities Act.

(6) The Board chair may modify the agenda and items as needed following finalization and provision to Board members.

(7) (a) If a member proposes a new agenda item (as described in subsection 2) and it is not included on the final agenda, any member may bring the proposed agenda item to the Board for consideration.

(b) If the Board passes a motion in support of including the agenda item, the item shall be included on the agenda at a future meeting.

**Section 3. Board action.** (1) All matters within the powers and duties of the Board as defined by law shall be acted upon by the Board in a properly called regular or special meeting.

(2) A quorum of eight (8) voting members must be present in person, or by telephone or

video telecommunications, to conduct the business of the Board.

(3)(a) Subject to the presence of a quorum, the minimum number of favorable votes necessary to take official Board action is a majority of the voting members present. There shall be no proxy voting.

(b) In order to vote at a meeting conducted by telephone or video telecommunications conference call, members must be present for the discussion of the issue upon which action will be taken by vote.

(4) The manner in which votes will be conducted to take official Board action shall be determined by the Board chair. A roll call vote shall be conducted upon the request of an individual member or the chair.

(5) Student Board members may signify their support, opposition, or abstention to a measure through an advisory vote to be recorded by the secretary. However, student votes will not count toward a quorum, nor will the vote be counted toward the minimum number of votes necessary for Board action.

(6) All regular and special meetings of the Board shall be held in compliance with the Open Public Meetings Act (Chapter 42.30 RCW).

**Section 4. Consent agenda.** (1) Routine matters and waiver requests meeting established guidelines may be presented to the Board on a consent agenda.

(2) Items shall be removed from the consent agenda upon the request of an individual Board member.

(3) Items removed from the consent agenda shall be added to the regular agenda for further consideration.

**Section 5. Parliamentary Authority.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the State Board of Education in all cases to which they are applicable and in which they are not inconsistent with these bylaws, state law and any special rules of order the State Board of Education may adopt.

**Section 6: Public Attendance and Participation.** (1) Per the Open Public Meetings Act, Chapter 42.30 RCW, all meetings of the Board are open to the public. During each meeting, the Board will include designated time(s) on the agenda for public comment. The Board has established the public comment period as a limited public forum for comments from members of the public on current agenda items or matters under the authority of the Board, subject to time limitations and other restrictions at the discretion of the Chair. Any member of the public wishing to make a comment must sign in on the register sheets provided at each meeting, listing their name and the subject on which they are offering comment. (2) Any member of the public or a group wishing to make a presentation to the Board may do so upon prior request and approval by the Chair, or without prior request and approval, at the discretion of the Chair with consent of a majority of the members present.

## ARTICLE VI Committees

**Section 1. Designation.** (1) Issues related to Board business may be referred to committee for deeper discussion, additional work, and bringing information or recommendations back to the whole Board.

(2) The executive director shall inform the Board of the formation of any committee and of the appointment of members to that committee.

(3) The executive director shall assign a staff member to provide support for each committee.

**Section 2. Executive committee.** (1) (a) The executive committee shall consist of the chair, the vice chair, two members at-large, and the immediate past chair, if available, or third member at-large as elected.

(b) The executive committee shall be responsible for providing guidance to the executive director on issues delegated to it by the Board to be performed in the intervals between Board meetings, including preparation of the agendas for Board meetings.

(c) The executive committee shall be responsible for oversight of the budget.

(2) When there is a vacancy of an officer position, the vacant position shall be filled pursuant to the election process in Article IV, Section 3.

(3) The Board chair shall serve as the chair of the executive committee.

(4) The executive committee shall meet at least monthly.

(5) The executive committee shall ensure that the Board annually conducts a Board review and self-evaluation.

(6) Agendas for each meeting of the executive committee shall be provided to all Board members prior to each executive committee meeting.

(7) Minutes for each meeting of the executive committee shall be provided to all Board members promptly after each executive committee meeting.

**Section 3. Ad-Hoc Committees:** (1) The Board chair, in consultation with the executive director, may establish an ad-hoc committee for a fixed duration not to exceed 12 months to address a specific issue related Board business.

(2) The chair shall appoint at least two Board members to each ad-hoc committee.

(3) The Board Chair shall appoint a Board member to chair each ad-hoc committee.

**Section 4. Standing Committees.** 1) Any committees that will extend beyond 12 months must be established as Standing Committees by Board action and meet the requirements of this section.

(2) The Chair shall appoint one member of the executive committee to serve on any Standing Committee. At least one and up to five additional members may be selected by the chair to serve on the committee.

(3) Prior to selecting members the Executive Director shall invite all Board members to express their interest in serving on the committee. The Chair shall select from those who have expressed interest and may also reach out to additional members if specific expertise is required.

(4) The committee shall select a chair at the first meeting. The chair shall serve a one-year term.

(d) The purpose of the committee and the number of committee members shall be defined in a written charter held by the executive director.

## **ARTICLE VII Executive Director**

**Section 1. Appointment.** The Board must hire an executive director.

**Section 2. Duties.** (1) The executive director shall perform such duties as may be determined by the Board and shall serve as secretary to the Board. The executive director shall maintain all the official records of the Board including records of the Board's proceedings. These records shall be available on the Board's website or upon request. The executive director is responsible for the performance and operations of the office and for staff support of Board member duties.

(2) The Board shall establish or modify a job description for the executive director, as needed.

**Section 3. Annual evaluation.** (1) The Board may modify the evaluation procedure of the executive director, as needed.

(2) The annual evaluation of the executive director shall be undertaken by the Board no earlier than one year after the job description or evaluation tool is established or modified. Subsequent to the evaluation, the chair, or chair's designee, will communicate the results to the executive

director. If available, the vice chair shall participate in the communication.

**Section 4. Compensation of the executive director.** The rate of compensation and terms of employment of the executive director shall be subject to the prior approval of the Board.

**Section 5: Termination and discipline of the executive director.** (1) Decisions regarding the termination or discipline of the executive director shall be subject to the approval of the Board. (2) Decisions regarding the termination or discipline of the executive director may be made at a regular or special meeting.

## **ARTICLE VIII Amending Bylaws**

### **Section 1. Amending bylaws.**

(1) These bylaws may be amended only by a two-thirds affirmative vote of the voting Board members present at the meeting.

(2) All members shall be given notification of proposed amendments to the bylaws at the meeting preceding the meeting at which the bylaws are to be amended.

(3) The Board shall review the bylaws every two years.

**Section 2. Suspending bylaws.** These bylaws may be suspended at any meeting only by a two-thirds affirmative vote of the voting Board members present at the meeting.



# The Washington State Board of Education

An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

**Title: Executive Director**

**Reports to: Board**

**Revised 3/29/18**

## **Agency Profile**

**The State Board of Education (the Board) provides advocacy and strategic oversight of public education, implements an accountability system that results in improved student learning, and provides leadership in the creation of a system that personalizes education and respects diverse cultures, abilities, and learning styles. In carrying out these responsibilities the Board promotes achievement of the goals of Washington’s Basic Education Act, approves high school graduation requirements, develops performance improvement goals, approves scores needed to meet the standards on state assessments, collaborates with P–20 education and workforce stakeholders and policy makers, and executes some regulatory activities.**

**Attentive to stubborn gaps in opportunity and achievement for students of color, the Board has established equity policies and practices to govern its own behavior and to apply to policy and advocacy activities to boost system accountability to all students.**

**The Board consists 16 members: Seven members appointed by the governor; five members elected by the members of public school boards of directors; the superintendent of public instruction (SPI); one member elected by approved private school boards of directors; and two non-voting student representatives selected by the Board.**

## **About the Position**

**The Executive Director of the Board is an exempt position; appointed by, reporting to, and serving at the pleasure of the Board. During 2018, the Executive Director will work with the Board, stakeholders and policy makers to revise the Board’s strategic plan and to operationalize the Board’s commitment to equity and high performance outcomes for students of color, students with disabilities, and students from low-income families.**

**The Executive Director plays an important role in Washington State’s effort to create an education system where purpose, policy, programs, practices and partnerships are vertically aligned to maximize the success of all students in our state. As part of this work, the Executive Director will identify education trends and policy priorities, and make legislative and other recommendations for improving educational experiences and outcomes of all students in Washington State.**

**The Executive Director is responsible for the overall operation of the Board; interpreting and operationalizing Board goals and activities, influencing and collaborating with other stakeholders; and managing office operations including staff and an annual budget of just over one million dollars.**

**The essential functions of this position include but are not limited to:**

- Assure that the Board has access to relevant information and understands the impact and implications of their policy options.
- Operationalize an “equity lens” for the Board to utilize in making effective policy decisions.
- Identify opportunities for Board contributions to the continuous improvement process for public education;
- Provide research, policy analysis and environmental scans on issues of import to the Board;
- Draft documents for consideration by the Board;
- Identify relevant connections between Board initiatives and other P-20 stakeholders; and facilitate direct interaction among stakeholders and the Board.
- Manage a complex set of initiatives from policy creation to implementation in a timely manner.
- Develop policy and budget proposals for the Governor and Legislature.
- Collaborate with multiple stakeholders to identify opportunities for coalition building including: the Governor’s office, Legislators and their staff, OSPI, educational associations and organizations, citizen groups, students and their families, school districts, and local, state and federal government representatives.
- Represent the Board at conferences and functions, make presentations to the Legislature and other bodies, and speak for the Board to news media and public forums on matters arising before the Board. Involve Board members as collaborators and spokespersons whenever possible.
- Lead and manage the office including: development of staff as individuals and a team, align their responsibilities and accountability to Board goals; build a satisfied and effective team; budgeting, writing grant applications and managing contracts.

**Key competencies or experience necessary for success in the role**

- Strong commitment to continuous improvement in educational outcomes for all students.
- Ability to seek innovative solutions for systemic disparities in student experiences and outcomes.
- Demonstrated experience advancing equity and keen understanding of opportunity and achievement gaps, and challenges facing students of color, students with disabilities, and low-income children and families.
- Respect for student voice and commitment to keeping students at the center of policy making.
- Ability to productively facilitate the work of a citizen Board whose members have tremendous expertise, as well as diverse experiences and skill sets; commitment to

transparent processes for maximum board involvement and understanding.

- Excellent communications skills including the ability to speak and write clearly and succinctly when explaining complex policy issues to enable the Board to make contextualized decisions.
- Ability to use and understand research and data to analyze Washington's complex educational environment and guide the work of the Board.
- Capacity to manage a flexible, long-term vision; ability to facilitate a change process that recognizes and celebrates indicators of change, addresses stakeholder concerns, and builds awareness, consensus, and coalitions.
- Strong relationship management and political skills working with a variety of entities such as legislative bodies, state and federal agencies, tribal governments, educational associations, school districts, interest groups, parents and students.
- Demonstrated experience with the legislative process from drafting proposed legislation to collaborating for policy change, and with direct advocacy with individual legislators.
- Individual and group interpersonal skills including but not limited to listening for understanding, influencing, mediation, consensus building and collaboration.



# The Washington State Board of Education

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## State Board of Education

### On-Boarding – Human Resources Connection

Carole Lynch, HR Specialist

(360) 725-6270

[Carole.Lynch@k12.wa.us](mailto:Carole.Lynch@k12.wa.us)

#### **OSPI provides Human Resources support to the Board Members in the following areas:**

- Liaison with OSPI Financial Services (stipend, travel and per diem)

Board members, including student board members, are put into the state Human Resource Management System (HRMS) so they may receive their stipend and reimbursement. Board members must complete the W-4 and I-9 form.

- Annual Executive Director Evaluation process

HR coordinates with the Board Chair on the annual evaluation process. The process takes place in the summer, performance discussions occur at the July board meeting.

- Coordination with the Board on personnel issues as needed and hiring of the Board's Executive Director position.

#### **OSPI provides comprehensive Human Resources support to the SBE Executive Director and staff in the following areas:**

- Recruitment and hiring: Facilitates the recruitment process including posting of recruitment announcements, collecting applications, assisting with interviewing or reference checking and hiring decisions.
- Onboarding of new employees: Assistance with new employee paperwork, explanation of benefits and training.
- Classification and compensation: Determining the appropriate job classes, titles and salaries for Board staff.
- Organizational Management: Alignment of positions within the Board staff.
- Performance Development and Training for staff: Assist with finding training opportunities, scheduling and processing requests for training.
- Performance Management and evaluation: Assist with employee performance concerns and evaluation of performance.
- Policies and Procedures: State Board staff primarily follow OSPI policies and procedures, unless a policy or procedure is set up specifically for the State Board.



# The Washington State Board of Education

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January 3, 2018

**TO:** New Board Members

**FROM:** Tami Jensen, Executive Assistant

**SUBJECT:** **Public Disclosure Reporting**

All board members, including student members, are required to complete a Public Disclosure Report on a quarterly basis. I will notify you of the deadline each quarter and provide the form. You may submit the form to me and the Executive Director is authorized to sign and file it with OSPI on your behalf. Please keep a log of your lobbying activities each time you meet with a legislator face-to-face or testify at a hearing/workgroup if you were representing yourself as a State Board of Education member. You do not need to report lobbying activity you've done as a private citizen on personal matters unrelated to the Board's work.

1. "Lobbying" means only those in-person meetings with state legislators and/or legislative staff to influence state legislation, or in-person contacts with other agency staff to influence their rules which includes testifying at hearings. *Attendance at the hearing or communication by telephone or in writing does not constitute lobbying.*

Here are the details you should keep track in your log:

- Full name of legislator, official or committee (you met with or testified for)
- Whether you were in support, opposed or neutral
- The HB, SB or WAC number
- Description of your lobbying activities (including the subject and meeting type)
- Date, amount of time testifying or meeting, and any travel expenses you paid (even if reimbursed)

Please let me know if you have any questions.



NOTES:

“Lobbying” means only those in-person meetings with state legislators and/or legislative staff to influence state legislation, or in-person contacts with other agency staff to influence their rules which includes testifying at hearings. *Attendance at the hearing or communication by telephone or in writing does not constitute lobbying.*

The description of lobbying activity should include the subject and bill number (e.g., teacher training, HB 3313) and person(s) or group(s) contacted.

Any expenditure exceeding \$15 of personal or non-public funds for or on behalf of one or more legislators, state elected officials, or state public officers or employees in connection with in-person lobbying should be listed on a separate page. Examples of reportable expenditures include entertainment, meals, and campaign contributions. The name of the individual spending the funds, the date of expenditure, the source and amount of funds, and the name of the individual receiving the funds should be identified.

**"Lobby and Lobbying"** are defined as *"attempting to influence the passage or defeat of any legislation by the legislature of the state of Washington, or the adoption or rejection of any rule, standard, rate or other legislative enactment of any state agency under the state Administrative Procedure Act, chapter 34.05 RCW."*

For public agencies, lobbying **does not include** any of the following activities:

- Requests for appropriations by state agencies to the Office of Financial Management (OFM) or requests by OFM to the legislature for appropriations other than its own agency budget. (Once a budget request leaves OFM and is before the legislature, attempts to influence any portion of it do constitute reportable lobbying.)
- Recommendations or reports to the legislature in response to a legislative request, whether oral or written, expressly requesting or directing a specific study, recommendation or report on a particular subject;
- Official reports including recommendations submitted annually or biennially by a state agency as required by law;
- Requests, recommendations or other communications between or within state agencies (however, attempts to influence the Governor with respect to signing or vetoing legislation are considered reportable lobbying; other communications or negotiations with the Governor's Office would not be reportable);
- Requests, recommendations or other communications between or within local agencies;
- Telephone conversations or preparation of written correspondence (**thus, only in-person contacts, including testifying at hearings about pending legislation, are considered lobbying**);
- Preparation or adoption of policy positions within an agency or group of agencies (once a position is adopted, further action to advocate it may constitute lobbying, however);
- Attempts to influence federal or local legislation.

Also see "Non-Reportable Lobbying" and "Reportable Lobbying" discussed below.

**"Legislation"** means *"bills, resolutions, motions, amendments, nominations, and other matters pending or proposed in either house of the state legislature and includes any other matter that may be subject of action by either house or any committee of the legislature and all bills and resolutions that, having passed both houses, are pending approval by the governor."*

**Based on this definition, lobbying includes any agency's efforts to block the introduction of unfavorable legislation, as well as those efforts intended to influence the governor's action on legislation that's passed both houses.**

#### **Legislative Lobbying**

In-person contacts by agency lobbyists or liaisons with legislators to influence action or inaction on legislation is understood fairly universally to be reportable lobbying.

However, some agencies may not be aware that **reportable lobbying also includes efforts to inform, sway, convince or otherwise influence the action or inaction of legislative staff members.** Staff evaluations and recommendations play a significant role in the legislative process. **In-person contacts with legislative staff constitute lobbying.**



# The Washington State Board of Education

An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

## Records Management At SBE/OSPI Emails Are Public Records

### General Guidelines

We keep email messages based on **content**. Think of email as a **way to send information**, not a type of record. Using the basic rule of thumb and references to the retention schedules you will be able to determine what, where and when to keep emails.

### What do I keep?

If you send or respond to an email and its attachment — it is your responsibility to make sure that you follow the public record retention schedules.

Generally, we must keep these kinds of email messages and attachments as public records:

- Messages that facilitate or document actions affecting the conduct of business
- Policies, significant decisions, commitments, contracts, and resolutions
- Agency-provided advice or solicitations of public input or comment
- Final reports or recommendations
- Agendas and minutes of meetings

### What do I delete?

Generally, you can delete these kinds of email messages:

- Announcements of social events, such as retirement parties or holiday celebrations
- Personal messages and announcements not related to official business
- Information-only copies or extracts of documents distributed for convenience of reference
- Spam or junk mail

### Before you dispose/delete email and/or attachments

Stop – ask these 2 questions first:

- Is the retention period over?
- If the retention period is over – is the record archival material?

### Tips

- Email retention is based on content. Review your records and identify what you may be required to keep. Refer to the records retention schedules to determine retention.
- Organize email by setting up folders using the records series and year – For example:
  - ☐ Correspondence, Program GS 09022
  - ☐ 2015
- Create meaningful subject lines. One subject/topic per email.
- Keep emails short and to the point.
- Avoid strings (it is recommended you keep every email in a string).
- Apply retention when message is sent or received.

## Emails Are Public Records

**Quick Reference – Email types and how long we keep them.** Please contact Tami Jensen at [tami.jensen@k12.wa.us](mailto:tami.jensen@k12.wa.us) if you need additional listings.

Email messages about...	Document Types/ Comments	Minimum Retention Period
Correspondence, <b>Executive/Official</b> (includes legislative correspondence)	Communications to or from SBE employees or board members concerning policy issues, concerns, actions or issues.	4 years, Archival
Correspondence, <b>Program</b>	Communications to or from SBE employees or board members that are made or received in connection with the transaction of public business, <b>and that are not covered by a more specific records series.</b>	2 years
Minutes and Files of <b>General Meetings</b>	Minutes, agendas and meeting files from Executive Committee, member subcommittees, task force committees and other agency meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication.	2 years
Minutes and Files of <b>Policy-Setting Meetings</b>	Minutes, agendas, and meeting files of any SBE public meetings that formulate policy, rules or regulations for the agency or a number of agencies.	6 years, Archival
Publications	Publications created by SBE and intended for distribution to state government, the public, or the legislature. Publications include, but are not limited to: <ul style="list-style-type: none"> <li>• Annual reports and other reports, manuals, brochures, bulletins, memos, standards, guidelines;</li> <li>• Newsletters, magazines, journals, periodicals;</li> <li>• Maps, plans, charts;</li> <li>• Audio/video recordings and films/presentations.</li> </ul>	Permanent (When your term expires on the Board, please provide the records to SBE staff. They will be sent to the Washington State Archives.)
Transitory Records	Public records that only document information of temporary, short-term value, <b>and provided that</b> the records are: <ul style="list-style-type: none"> <li>• Not needed as evidence of a business transaction; and,</li> <li>• Not covered by a more specific records series.</li> </ul> Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, employee meetings, holidays, etc.);</li> <li>• Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s);</li> <li>• Routing slips used to direct the distribution of documents;</li> <li>• Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm;</li> <li>• Telephone messages (including voicemail, digital voice messages, etc.);</li> <li>• Letters of transmittal which do not add any information to the transmitted materials.</li> </ul>	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>



# The Washington State Board of Education

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## BOARD MEMBER TRAVEL EXPENSE REIMBURSEMENT

To expedite your travel reimbursement, please complete the information below, attach all receipts, and sign. **Please note: Do not put multiple meetings on one form.**

**Name:**

**Address:**

**Purpose of Trip:**

**Meeting Dates:**

**Meeting Location:**

**Date/time You Left Home:**

**Date/time You Returned:**

Number of Miles Driven per Day:

Parking Costs Incurred:

Other Travel Costs:

**I hereby certify under penalty of perjury is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.**

---

Signature

Date

**You are required to use the state's mandatory contracts for Authorized Travel Agents, Airlines, and Rental Cars.** To ensure you receive your reimbursement in a timely manner it is suggested that you complete this form and **mail an original copy (with signature in ink)** to the SBE office within **thirty (30) days of travel** to: **Tami Jensen, State Board of Education, P.O. Box 47206, Olympia, WA 98504.**

If you have questions, please contact Tami Jensen at 360-725-4475.

See reverse side of form for a condensed travel reimbursement policy.

3000-11069-001-071  
MEA 12844

## State Board of Education Board Member Travel Policy

- » Travel must be approved in advance by SBE Executive Director or Designee.
- » Airline arrangements must be made by SBE staff at all times, unless approval is received from SBE staff. If this rule is not followed, you will not be reimbursed by the state for your flight.
- » Hotel arrangements should be made by SBE staff—with the exception of individual meetings, approved by the Executive Director or Designee.
- » Individual liaison meetings are billed to you and the SBE staff will require a receipt of payment, which must be at per diem or lower.
- » Attendance at meetings such as WSSDA, liaison, and others approved by the Executive Director or Designee must be submitted on the Meeting Request Form and sent to Tami Jensen ONE WEEK prior to the meeting.
- » Requests for travel reimbursement must be accompanied by the SBE Travel Expense Reimbursement form and must include the following:
  1. Exact dates and times of travel (a.m. and p.m. specified).
  2. Exact location of the meeting.
  3. No additional reimbursement for food and/or lodging costs will be paid if:
    - o Traveler elects to travel well in advance of time necessary for arrival, for the travel convenience.
    - o Traveler elects to stay overnight for a one-day meeting (unless approved by the Executive Director or Designee).
    - o Traveler elects to remain at the destination after the work assignment is completed for the traveler's convenience (unless approved by the Executive Director or Designee).
    - o Meals are furnished at the destination during the specified meal time period (even if Member chooses not to eat or leaves early). Please indicate on the form if meals were provided at the meeting.
    - o Breakfast (which includes *hot food*) is provided as part of the room reservation or a hot breakfast is served at the meeting location.
  4. To qualify for meal per diem reimbursement, a Member must be in travel status for the following periods:
    - o Breakfast: 6:30 a.m. to 8:00 a.m.
    - o Lunch: 11:30 a.m. to 1:00 p.m.
    - o Dinner: 5:00 p.m. to 6:30 p.m.
- » Members will be reimbursed for hotel stays when they are required to stay overnight and are greater than 50 miles from home.
- » For meetings where rooming lists are created, SBE is directly billed for lodging expenses only. If a member has incidental expenses charged to their room, they must pay separately for those expenses.
- » If coupling vacation time with a business meeting, the SBE reimburses only costs related to the business meeting. This includes travel from summer homes or locations other than your primary residence.
- » When two or more travelers are traveling together in one vehicle, only vehicle driver is reimbursed mileage. The rate is set by OFM so ask SBE staff for current rate.

**Note: If you request to have a rental car, you are required by Enterprise to return the vehicle with a full tank of gas. Failure to comply with this requirement results in SBE receiving a penalty fee, which will be deducted from your reimbursement form. To avoid this deduction, please fill the rental car to capacity before returning the vehicle and keep your receipt. SBE will reimburse for your out-of-pocket expense for gas.**

- » Receipts for reimbursement are required for the following:
  1. Parking
  2. Tolls
  3. Taxi Fares
  4. Gas for rental vehicles
  5. Airport luggage fees
  6. Shuttles
  7. Hotels (if member has paid personally for SBE travel other than for board meetings)
  8. Train Tickets only if lesser cost than airfare. This can be reserved individually since there is no contract vendor associated with train travel.

**Note:** you are only reimbursed the meal per diem for the location of the meeting. Hotel receipts are not needed, unless you made the reservations and need reimbursement. We do NOT need meals receipts or totals for meals. They are paid at the per diem rate only – even if your meal cost more than the per diem.

- » Items that **cannot** be reimbursed include:
  1. Valet services
  2. Entertainment expenses such as radio, television rental and other items of a similar nature
  3. Taxi fares for any non-business or entertainment at meeting location
  4. Personal telephone calls
  5. Tips or gratuity
  6. Out of pocket charges for service calls, such as if you lock keys in the car, etc.
  7. Alcohol expense

If there are any unusual circumstances or further clarification needed, please contact Tami Jensen: 360-725-4475.



# The Washington State Board of Education

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*The Office of Superintendent of Public Instruction (OSPI) is the fiscal agent for the State Board of Education (SBE). The SBE agency operates under OSPI rules and policies regarding travel.*

## Travel to Board Meetings

All members must reside/work more than 50 miles away from the board meeting location to qualify for lodging. SBE establishes direct bill relationships for lodging, airfare and car rentals for SBE board meetings, therefore; the Executive Assistant must make those travel arrangements. SBE will not reimburse for reservations made by members. Although members have a choice in their mode of transportation to/from a board meeting, OSPI's fiscal policy is to reimburse travel at the option most cost effective to the state. Reimbursement claims will be adjusted by staff to reflect this policy. Please consult with the Executive Assistant before travel if you'd like advisement on which travel mode is most cost effective.

### Board Travel Expenses Eligible for Reimbursement (receipts required unless otherwise noted)

- Meals not provided at meetings are reimbursed at [state per diem rates](#) based on the county of the meeting. No receipts required.

To qualify for meals the traveler must be in travel status during the following time intervals:

Breakfast	Lunch	Dinner
6:30 to 8:00 a.m.	11:30 to 1:00 p.m.	5:00 to 6:30 p.m.

- Mileage (receipts not required)
- Self-parking
- Tolls
- Taxi fares or mobile ride apps (when a rental car isn't available or a taxi is most cost effective)
- Gas for rental cars (please see note below)
- Airport luggage fees
- Shuttles
- Coach train tickets (if cost is less than airfare)
- Ferry fares

### Enterprise Rental Cars

Enterprise Rent-A-Car is the contracted vendor for reserving rental cars and are paid on direct-bill. Members are responsible for filling up rentals cars before returning them. Enterprise Rent-A-Car may charge SBE \$7-8 per gallon to fill the car up if it's not returned with a full tank. If a member fails to fill up the rental car, it may result in the gasoline charges deducted from their reimbursement claim.

### Airport Parking

Per the OSPI travel policy, the maximum a board member can receive for airport parking reimbursement is \$21 per day. Reimbursement without receipt for any expenses which do not provide a receipt we can authorize up to \$40 reimbursement.

*Note for Western Region Board Members: You are eligible to receive a 30 percent discount on standard parking rates at Wally's Parking Garage in Seattle. Please provide the cashier your SBE business card upon checkout to receive the corporate discount.*

### **Items not Eligible for Reimbursement**

- Valet parking services (unless the hotel only offers valet and has no regular self-parking)
- Entertainment expenses such as radio, television or other items of a similar nature
- Any upgrades you've requested for lodging, trains or rental cars (this includes GPS)
- Personal telephone calls and out of pocket charges, such as if you locked your keys in the car
- Tips or gratuity
- Alcohol expense
- Meals paid for another individual, including other members and student board members

### **Coupling Board Meetings With Other Events:**

If coupling vacation time, business trips or other events with a SBE board meeting, the SBE will only reimburse costs related to the board meeting. Reimbursement will be granted at the amount it would cost as if the member was traveling to/from their primary residence. Please contact the Executive Assistant if your travel to a board meeting will be in conjunction with other plans.

### **Traveling with Family, Friends and Pets:**

If a spouse and/or family members will be traveling with you to a board meeting, the SBE will only pay costs at single occupancy. Reimbursement will be granted at the amount it would cost as if the member was traveling alone to/from their primary residence. Spouses, family members, pets and guests are restricted from the following:

- Riding in any rental transportation that is paid using state funds per the Department of Enterprise Services Transportation Policy 12.30.20a. This includes Enterprise vehicles, charter buses, airport shuttles, etc.
- Eating meals that are provided at a meeting or social and are direct-billed to SBE.

### **Exceptions to Travel Policy:**

If emergencies or circumstances arise where staff cannot be reached during non-business hours and making/changing your travel plans are necessary, please contact the Executive Assistant the next business day so action can be taken to request an exception.

Members that reside and/or work less than 50 miles from the meeting location could qualify for lodging if any of the following conditions are present:

1. An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning [official state business](#).
2. When health and safety of the traveler is a concern.
3. When it is less expensive overall for the traveler to stay overnight vs. mileage back-and-forth.

Please contact the Executive Assistant if you feel these conditions apply to your situation.

In addition, a board member's eligibility for lodging may be determined based solely on their primary residential address and not their work address if the following are present:

- The board member uses annual leave benefits from their employer or leave without pay while in travel status to attend a SBE board meeting.

- The board member does not perform any work duties for their employer during the entire period of travel status to attend a SBE board meeting.

For questions, please contact

**Tami Jensen, Executive Assistant**

**360-725-6027**

[tami.jensen@k12.wa.us](mailto:tami.jensen@k12.wa.us)



# The Washington State Board of Education

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## FAQ – Travel Policy

### A. Can I choose how I travel to board meetings?

Members will be asked to take the mode of transportation determined as the least expensive to the state. The Executive Assistant will assist in determining the mode based on a comparison of driving a personally-owned vehicle (POV) vs flying. If driving is considered the most economical mode and the member doesn't have access to a vehicle, an Enterprise rental car will be the alternative. *See applicable exceptions in paragraph C.*

### B. What if I don't want to take the mode of transportation determined as most economical?

Members may take a different mode of transportation, but will only be reimbursed at the cost of the most economical transportation option.

Example:

- If taking a POV when flying is more economical, the member will only be reimbursed the amount it would have cost to purchase a state contract plane ticket.
- If taking a flight when driving is more economical, the member will only be reimbursed the amount it would have cost to drive (current rate of 0.53 cents per mile). The member would not receive reimbursement for any additional travel expenses associated with flying, such as baggage fees, airport shuttle, airport parking, rental car, mileage to/from the airport, etc.

### C. Are there any circumstances that would allow me to fly on state contract even if taking a POV would be more economical?

Yes. Please contact the Executive Assistant if any of these below apply to you:

- If the distance of driving home after a meeting will prevent a student board member from getting home at a reasonable hour and the student has school the following day. The adult chaperone traveling with the student would receive the same exception since he/she is accompanying the student.
- If health and safety is a concern when operating a vehicle for long distances/late at night or inclement weather is anticipated.
- If driving instead of flying would result in a loss of wages because the member would miss additional days of work.
- If the member doesn't have a valid driver's license or isn't eligible to rent a vehicle.

### D. Are there any circumstances that would allow me to receive reimbursement for driving my car even if flying would be more economical?

Yes. Please contact the Executive Assistant if this reason below applies to you:

- The member's health or safety is a concern when flying.

### E. What do I do if I want to attend a meeting other than Board meetings?

Members may request or be asked to attend stakeholder meetings, legislative hearings and conferences. After approval is granted, all travel details must be submitted to the Executive

Assistant at least seven days in advance for fiscal approval. Failure to submit travel plans in advance may result in delay or denial of reimbursement.

SBE direct bills with certain vendors and these arrangements must be done with the Executive Assistant. The following expenses will not be reimbursed if purchased by the member:

- Conference and/or workshop registrations
- Airline travel
- Rental cars

Note: If a member is eligible for complimentary registration to a conference or workshop, the member may register themselves. Please send a copy of the confirmation to the Executive Assistant.



# The Washington State Board of Education

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**TITLE:** Guidelines for Appropriate Conduct with Student Board Members and Responsibilities of Mentors and Chaperones for Student Board Members

**APPLIES TO:** All State Board of Education Employees and Board Members

**EFFECTIVE DATE:** March 3, 2016

**WRITTEN:** Linda Sullivan-Colglazier, Legal Counsel

## **PURPOSE**

Establish State Board of Education (SBE) Guidelines for Appropriate Conduct with Student Board Members.

Set out the roles and responsibilities of staff and board members who serve as mentors and/or chaperones for student board members, including background check requirements.

## **POLICY**

All board members and staff are expected to follow the Guidelines for Appropriate Conduct with Student Board Members set out in this policy.

The SBE will request that some SBE board members and staff volunteer to be designated as mentors and/or chaperones to provide assistance to the student board members. Designated mentors and chaperones will perform the duties as set out in this policy.

## **DEFINITIONS**

**Student Board Member** – High School student selected by the Association of Washington Student Leaders to serve one two-year term on the State Board of Education.

**Background Check** – Washington State Patrol WATCH Program Background Check for Conviction Criminal History Record Information (CHRI).

**Mentor** – An adult board member, one from the western region and one from the eastern region of the state, available to a student board member for mentoring and guidance as requested by the student during the student’s term of service.

**Chaperone** – Adult staff or board member who is responsible for the well-being and safety of the student board member while traveling or conducting state business at board meetings and board-sponsored events.

**Responsible Party** – Person over the age of 21 listed with the hotel as the contact person should a problem or emergency arise during the student’s stay.

**Staff Member** – Person employed to provide administrative support and/or research to the State Board of Education.

**Board Member** – Person appointed or elected to serve on the State Board of Education.

## **CRITERIA FOR BACKGROUND CHECK APPROVAL**

Prior to being designated as a mentor or chaperone, a staff or board member must consent to a background check and be approved by the SBE Chair or Executive Director. A person will not be approved as a mentor or chaperone if the background check shows any of the disqualifying criteria listed below. While serving as a chaperone or mentor, all individuals are responsible for reporting any new convictions or arrests within (1) business day to agency staff or the Board Chair. The SBE Chair or Executive Director may choose to exercise their discretion at any time to not approve or to revoke approval of a person as a mentor or chaperone.

### Disqualifying Criteria

Convictions or arrests pending final disposition for any of the crimes listed in [WAC 170-06-0120](#) will disqualify an individual from serving as a mentor or chaperone. Conviction for any crimes listed in column (a) in the table in [WAC 170-06-0120](#) will permanently disqualify an individual from serving as a mentor or chaperone. Conviction for any crimes listed in column (b) in the table in [WAC 170-06-0120](#) will disqualify an individual from serving as a mentor or chaperone for five (5) years from the date of conviction. Arrests pending final disposition for any of the crimes listed in [WAC 170-06-0120](#) will temporarily disqualify an individual from serving as a mentor or chaperone until final disposition.

Any conviction under [RCW 46.61.502](#), Gross Misdemeanor, Driving Under the Influence within five (5) years would disqualify a person from transporting a student board member.

Any conviction under [RCW 46.61.502](#) (6), Driving Under the Influence Class C Felony, would permanently disqualify a person from transporting a student board member.

## **DUTIES OF MENTORS**

- Be available to student members to provide information regarding how the Board operates, substantive issues, current policy work of the Board and provide guidance.
- May be designated as the responsible party for the student at the hotel if both the mentor and student are staying overnight, which includes signing the student's registration card upon check-in.
- Be familiar with the parental permissions restrictions of the student.
- Must complete and sign a background check authorization form every four (4) years.

## **DUTIES OF CHAPERONES**

- Be responsible for student's health and well-being during board meetings and board sponsored events.
- Designated as the responsible party for the student at the hotel, which includes signing the student's registration card upon check-in, if the student's mentor is unavailable.
- May be the emergency contact for the student while in travel status.
- Be responsible for accompanying the student during travel, including airplane or ground transportation.
- Be responsible for ensuring the student is accounted for during travel to and from meeting and event locations, including the hotel.

- Be familiar with the parental permissions restrictions of the student.
- Must complete and sign a background check authorization form every four (4) years.

Many of the duties of the mentor and chaperone may overlap. An individual may be designated as both a mentor and a chaperone.

## **GUIDELINES FOR APPROPRIATE CONDUCT WITH STUDENT BOARD MEMBERS**

It is the responsibility of all staff and board members to maintain appropriate professional boundaries with student board members. Staff and board members are expected to use good judgement when interacting with students and be good role models in conduct, speech and dress.

- No touching or embracing with a student that is not acceptable or is uncomfortable to the student.
- Agency staff and board members are prohibited from engaging in any sexual contact and intrusive touching with the students.
- Agency staff and board members are prohibited from engaging in any inappropriate, sexually-oriented conversations with students.
- Agency staff and board members must not use inappropriate language or behavior in working with the students, which includes inappropriate email communication.
- Agency staff and board members should avoid giving or receiving inappropriate gifts or make gift-giving a frequent act with the students.
- Agency staff and board members should not speak to the students in a way that is harsh, threatening, intimidating, shaming, derogatory, demeaning or humiliating and are expected to refrain from swearing in the presence of the students.
- One-on-one meetings with students should be held in public areas that are visible and accessible.
- Agency staff and board members are prohibited from using illegal drugs or prescription drugs that impair judgement when in the presence of a student. Agency staff and board members are prohibited from excessive use of alcohol when in the presence of a student. Excessive use is considered to be when a person is visibly intoxicated. Agency staff and board members are also prohibited from offering or providing illegal drugs, prescription drugs or alcohol to the students.
- Agency staff and board members are prohibited from lodging overnight in the same room with a student.
- Agency staff and board members must follow the permissions set by the student's guardian(s) as indicated in the student's Parental Permission Form for traveling with the student in a vehicle.
- While students are serving on the Board, agency staff and board members should not have inappropriate interaction with the student members on their personal social media accounts.
- Agency staff and board members must follow the permissions set by the student's parent(s) in the Minor Student Travel Permission form. This includes permissions for who can be the driver of the vehicle in which the student is riding as passenger when traveling to and from board meetings or board sponsored events.



# The Washington State Board of Education

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## SOCIAL MEDIA POLICY

*This policy applies to all Washington State Board of Education board members and staff.*

### DEFINITION

Social Media is an umbrella term encompassing various activities that integrate technology, social interaction and content creation. There are numerous forms of social media, such as blogs, wikis, photo and video sharing, podcasts, social networking, ideation, bookmarking, discussion boards, gamification, and virtual worlds. Examples of social media include, but are not limited to Wordpress, Facebook, LinkedIn, Twitter, Blogger, YouTube, Flickr, Wikipedia, and website comment sections.

### 1. The Purpose of the Policy

Social media tools are a powerful method of communication and are used by millions of individuals and groups to share information and connect with others. The State Board of Education will use social media tools and channels when appropriate to enhance communication and engagement with the public, partners, stakeholders, employers, and others to support its mission, key goals, and core processes.

This policy describes how the agency will use social media and gives SBE board members and staff direction and guidelines for proper use of social media in connection with their SBE role while at work and outside the workplace.

### 2. Management of SBE Social Media Accounts

The SBE communications manager, at the direction of the executive director or designee(s), is responsible for establishing and supervising all social media accounts for the agency. This includes establishing, monitoring and administering policies for appropriate conduct, content, security, and records retention on all social media accounts for the agency. These accounts are considered agency tools. Individual staff may not establish a social media account using an SBE email without approval from the executive director.

The posting and maintenance of content on SBE social media accounts is limited to the communications manager at the direction of the executive director or designee(s). Only the communications manager is to log on and/or contribute content to SBE social media accounts. Social media account management shall take place during paid work hours using state equipment.

### 3. Staff Access to Social Media

SBE staff may view (but not log on to) social media for professional use. Professional use is defined as furthering specific job responsibilities or promoting professional development. Reasonable use in this manner for professional use during work hours using state equipment is permitted. If a staff requires logon access to a social media site to accomplish a specific task related to agency business, prior approval of the executive director must be obtained.

SBE staff may view the agency's social media accounts for the purpose of staying informed of SBE external communications. Reasonable use in this manner during work hours using state

equipment is permitted. No staff may use state resources, including but not limited to work time, computers, and software programs such as Internet and e-mail for the purposes of viewing, logging on or posting to non-work related social media. There is no de minimis personal use of social media allowed.

#### 4. Board Member and Staff Obligations Regarding Personal Use of Social Media

SBE takes no position on individuals' personal use of social media outside the workplace (that is, using personal time and resources). It is the agency's obligation, however, to inform all staff and board members of their responsibilities regarding communications involving the agency, its employees and its stakeholders on personal social media sites:

##### a. Board Members and Staff Cannot Represent SBE on Personal Social Media Sites

No board member or staff may, or represent that they do, speak on behalf of the Board on a personal social media site except as authorized by the communications manager. Staff or board members who mention their affiliation with SBE on a personal media site should identify any views they express as theirs alone and not necessarily representative of the views of the agency or the Board. Board members should follow Board Norms (for example, supporting board decisions when providing information to the public) when using personal social media accounts in a potentially public social media setting. Board members and staff should be aware that when posting comments, some sites will pull information from your profile and post it as an identifier.

##### b. Disclosure of Confidential Agency Information Is Prohibited

SBE board members and staff may not post confidential or private information about the agency, board members, staff, or SBE stakeholders on any social media site. Board members and staff should avoid sharing any media which may include confidential or private information (for example, photos with reports on desks or computer screens in the background).

##### c. Conduct of Agency Business on Personal Social Media Sites Is Limited

Staff must not conduct or discuss SBE business on personal social media sites. Board members may conduct outreach on social media, but should avoid discussing board business with other board members on social media.

##### d. Use of SBE Name, Logo and Media is Strictly Limited

Staff may list SBE as his or her employer on a personal social media site, but use of the SBE logo is prohibited. Use of other agency media (for example, photos, images, or video) is allowed with attribution to the State Board of Education. Use of the agency's name and/or logo to: promote personal causes or political beliefs; solicit or conduct outside employment; or engage in similar unofficial usage, on a social media site is also prohibited.

#### 5. Personal Legal Responsibility

SBE board members and staff should be aware that an individual is legally responsible for anything he or she posts or writes on a personal social media site.

#### 6. Best Practices Are Recommended

Common sense and sound judgment are usually the best tools in avoiding problems. The following best practices are highly recommended for any SBE board members or staff who use social media for personal use:

**Be respectful.** Individuals should be thoughtful in personal posts and respectful of how other people in your work and personal life may be affected or viewed by those who read your posts. When disagreeing with others' opinions, keep it appropriate and polite.

**Honor others' privacy.** If you plan on posting photos you have taken of work-related events and activities, be courteous by checking first with co-workers who are in the picture. Not everyone wants their photo displayed on the Internet.

**Strive for accuracy.** Make sure you have your facts straight before posting. Correct errors quickly. If you make a mistake, admit it. Be upfront and quickly provide the correct information. If appropriate, modify an earlier post to make it clear that you have corrected an error.

**Be aware of your SBE association.** If you identify yourself as SBE board member or staff, or have a public facing position for which your SBE association is known to the general public, ensure your profile and related content (even if it is of a personal and not an official nature) is consistent with how you wish to present yourself as an SBE professional, appropriate with the public trust associated with your position.

**Have no expectation of privacy.** It's social media, after all. Remember that posts in the social media world are or can easily be made available to the public at-large. Keep in mind that what you publish will be widely accessible for some time and, in some cases, indefinitely.

# STATE EDUCATION GOVERNANCE AT A GLANCE

