



# 2017 Delegate Assembly Handbook

WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION

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## 2017 RESOLUTIONS COMMITTEE

“There shall be a Resolutions Committee which shall consist of one representative from each director area; other than director area 2 which shall have two representatives and the president-elect who shall serve as vice-chair unless he/she is elected to chair the committee.” [WSSDA Operating Policy #2090, Resolutions Committee]

Director Area:	School District:	Member:	Term Expires
1	Stanwood/Camano	Ken Christoferson	2018
2	Kent	Agda Burchard	2017
2	Bellevue	Chris Marks	2018
2	Issaquah	Marnie Maraldo, <i>President-Elect</i>	2017
3	Bethel	Warren Smith	2017
4	Central Kitsap	Bruce Richards, <i>Chair</i>	2018
5	N/A	Vacant	N/A
6	Camas	Casey O’Dell	2018
7	Moses Lake	Kevin Donovan	2017
8	Ellensburg	Heather Hazlett	2018
9	West Valley	Adam Mortensen	2017
10	Pullman	Susan Weed	2018
11	Kiona-Benton City	Ivan Howard	2017



## RESOLUTIONS COMMITTEE REPORT

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During the WSSDA Annual Conference in Bellevue, **November 16 through 19, 2017**, delegates from each school board will meet in a Delegate Assembly to take action on official Positions of WSSDA. This handbook presents those action items as suggested positions.

The WSSDA Bylaws provide that:

- There shall be a Delegate Assembly consisting of one voting member from each school board in the state. The Assembly shall meet in conjunction with the Annual Conference. *[Meetings of WSSDA, Delegate Assemblies, Article XI (2)(A)]*
- The Delegate Assembly shall establish WSSDA's Permanent Positions and the annual dues; amend the Bylaws; and may conduct such other business as may properly come before it. *[Meetings of WSSDA, Delegate Assemblies, Article XI (2)(B)]*
- Special meeting of the Delegate Assembly may be called by the Board of Directors or by the delegates at any Delegate Assembly. *[Meetings of WSSDA, Delegate Assemblies, Article XI (2)(C)]*
- Any proposed amendment to the Bylaws must be submitted to the Board of Directors no later than ninety (90) days prior to the Delegate Assembly. The amendment must be submitted by:
  1. At least five school boards that have taken formal board action to recommend the amendment; or,
  2. A majority of members of the Board of Directors of WSSDA.The Board of Directors shall review and refer all proposed amendments to the Delegate Assembly with recommendations. *[Amendments, Article XIV (1)]*
- Bylaws may be amended at the Delegate Assembly by a two-thirds vote of the delegates present, provided due notice, in writing, of the proposed amendment is submitted to the members at least 30 days prior to the Delegate Assembly. *[Amendments, Article XIV(2)]*

In addition, the Bylaws also provide that “each year the Resolutions Committee shall review approximately 20 percent of WSSDA Permanent Positions and recommend revisions and/or deletions for consideration at the Delegate Assembly.” *[Committees, Resolutions Committee, Duties, Article IX (8)(2)]* **This year, the committee reviewed Sections 1 and 6, and has proposed several changes as a result of that review.**

## **ASSEMBLY AGENDA**

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- I. Call to Order
- II. Statement of Qualification to Act  
[Article XI, Section 5]
- III. Report of the Credentials Chair
- IV. Declaration of Quorum
- V. Introductions
- VI. Adoption of the Rules of Procedure
- VII. Adoption of the Assembly Agenda
- VIII. Opening Announcements
- IX. Action on the Consent Calendar
- X. Action on the Regular Calendar
- XI. Other Business
- XII. Closing Announcements
- XIII. Adjournment

# RULES OF PROCEDURE

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## DELEGATES:

- A. One voting delegate badge shall be issued to each school board representative at the Delegate Assembly.
- B. Only a school director wearing the district's voting delegate badge (hereinafter called the delegate) is permitted to participate in the proceedings and vote.
- C. Only one person may be a district's delegate on any one agenda item.

## DOCUMENTS

- A. Consent Calendar: The Permanent Positions, as adopted by the Delegate Assembly, are reviewed yearly by the Resolutions Committee. Any proposed changes shall be recommended to the Delegate Assembly for consideration.
- B. Regular Calendar: A committee member shall present individual proposals or issues from the Resolutions Committee. Delegates will vote each issue under debate rules established by adoption on this document.

## PROCEDURE FOR PROPOSALS

- A. A member of the Resolutions Committee or Board of Directors shall state the proposal in summary form and move on behalf of the Resolutions Committee the motion for action.
- B. The vote of the Assembly will be on the proposal as printed or amended, not on the Committee's recommendation.
- C. Amendments shall be presented to the president in writing, signed by the mover and provide his/her school district name and number.
- D. All voting on issues, with the exception of challenged votes, shall be by voice, colored cards, or by show of hands. Challenged votes shall be conducted as a standing vote or a weighted vote as prescribed in Article XI, Section 4 of the WSSDA Bylaws. Any delegate may call for a weighted vote

before, during, or after a standing, hand, or voice vote is taken on a motion.

- E. Any delegate may move to reconsider an issue that has already been considered. Reconsideration of an issue shall be adopted by a majority vote.

## TIMERS

- A. The president shall designate one or more official timekeepers.
- B. A mechanical timer shall be used, its face made visible to the voting membership. Its lights shall give warning of remaining or expired time.

## DEBATE

- A. Proponents of the motion may be the first to speak on its behalf. Delegate(s) from the proposing board(s) may speak for not more than four minutes initially.
- B. Opponents of the motion may speak against the motion for not more than a total of five minutes.
- C. Proponents may then speak in closing debate for not more than one additional minute.
- D. Each Amendment shall have a maximum of five minutes "Pro" and five minutes "Con."
- E. The president may recognize members of the Delegate Assembly and/or WSSDA staff for purpose of clarification and this time shall not be included in the time allotted for the issue under consideration.
- F. When a delegate has spoken on the pending motion, that delegate will not be recognized again for the same motion until all other delegates who wish to speak have spoken.

## PARLIAMENTARY AUTHORITY

The parliamentary authority shall be the current edition of *Robert's Rules of Order*, except as otherwise set forth in these Rules of Procedure.

# CONSENT CALENDAR

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The proposals included on this Consent Calendar are editorial changes for language consistency, clarification, and stylistic purposes only. The Consent Calendar contains suggested amendments to the Permanent Positions resulting from the 2017 Resolutions Committee’s review of Sections 1 and 6.

To move a Position from the Consent Calendar to the Regular Calendar for debate, there must be **five districts** making the request.

Material to be deleted is ~~italicized and strikethrough~~ and new material is in **bold type and underlined**.

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## 1.1 GENERAL

### 1. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 1.1.2 Association Autonomy

The membership of WSSDA supports its organization and believes that its continued operation and strength is essential to education in our state. **WSSDA is an independent organization and** ~~The Association~~ shall be governed by its membership. Changes in the ~~structure~~ **governance** of WSSDA will be at the direction of the school directors served by **WSSDA**. ~~the Association.~~

(Adopted 1975; Amended 1982, 1992, 2002, **2017**)

CHANGE STATEMENT: Edited for consistency to remove “the association” and replace that with “WSSDA”.

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### 2. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 1.1.3 Commitment to Quality Public Education

WSSDA is committed to **quality** public education for ~~all~~ **each and every students**.

(Adopted 1975; Amended 1982, 1992, 2002, 2007, 2012, **2017**)

CHANGE STATEMENT: Edited to clarify quality education.

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### 3. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 1.1.4 Leadership in Educational Programming

WSSDA will provide leadership to influence decisions at the state and national levels consistent with ~~Association~~ **WSSDA's** positions. ~~The Association~~ **WSSDA** will devote a significant proportion of its time, assets, and influence to encourage legislative and administrative decisions supportive of ~~Association~~ **WSSDA's** policies. WSSDA encourages a joint legislative platform focusing on student success with other statewide ~~educational~~ organizations ~~whose~~ with legislative positions or priorities that align with WSSDA's.- including, but not limited to:

- ~~Association of Washington School Principals (AWSP).~~
- ~~Parent Teacher Association (PTA);~~
- ~~Public School Employees (PSE);~~
- ~~Washington Association of School Administrators (WASA); and~~
- ~~Washington Education Association (WEA).~~

(Adopted 1977; Amended 1992, 2002, 2012, **2017**)

CHANGE STATEMENT: WSSDA works with many organizations who contribute to our focus as an association.

## 1.2 PERMANENT POSITION DEVELOPMENT PROCESS

### 4. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 1.2.1 PERMANENT POSITIONS ADOPTION

WSSDA shall adopt specific **permanent** positions on educational issues to guide its members and representatives in presenting ~~the Association~~ WSSDA's positions and concerns.

(Adopted 1977; Amended 1992, 2002, 2012, **2017**)

CHANGE STATEMENT: Edited for consistency to add "permanent" and replace "the association" with "WSSDA".

## 1.3 FINANCE

### 5. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 1.3.1 CONFLICT OF INTEREST

No member of the WSSDA Board of Directors may conduct business with, or represent any firm that conducts business with, ~~the Association~~ **WSSDA**, except as permitted by state law, the state executive ethics board, and ~~the Association's~~ **WSSDA's** Bylaws.

*(Adopted 1971; Amended 1982, 2001, **2017**)*

CHANGE STATEMENT: Edited for consistency to remove “the association” and replace that with “WSSDA”.

## 6.1 FEDERAL RELATIONS

### 6. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 6.1.4 FEDERAL COLLECTIVE BARGAINING LEGISLATION

WSSDA believes that the issues of collective bargaining are matters for state and local determination.

*(Adopted 1975; Amended 2002; 2012, **2017**)*

CHANGE STATEMENT: Edited to change “statements” to “permanent positions” and to make an edit per WSSDA Operating Policy 2092, which allows the Resolutions Committee to initiate permanent positions as well as review them.

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### 7. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 6.1.5 FEDERAL ADVOCACY

WSSDA shall assist the National School Boards Association in its advocacy for public education. WSSDA shall also advocate its own federal issues with our Washington ~~S~~state congressional delegation. WSSDA shall provide support to assist local districts in advocating for federal issues of local concern.

*(Adopted 1992; Amended 2007, 2012, **2017**)*

CHANGE STATEMENT: Edited to change “Washington state” to “Washington State”.

**8. AMEND CURRENT POSITION**

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

**6.2.7 STATE BOARD ELECTIONS**

WSSDA supports the selection of all State Board of Education members by school directors through a nonpartisan election process ~~by school directors~~ and urges all directors to exercise their right to vote.

*(Adopted 1986; Amended 1992, 2002; 2012, 2017)*

CHANGE STATEMENT: Edited for sense making.

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**9. AMEND CURRENT POSITION**

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

**6.2.8 STATE BOARD OF EDUCATION**

WSSDA shall pursue an equal partnership with the State Board of Education to address current public education issues and encourages local school boards to become actively involved in Sstate Board issues.

*(Adopted 2007; Amended 2012, 2017)*

CHANGE STATEMENT: Edited to change “state board” to “State Board”

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**10. AMEND CURRENT POSITION**

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

**6.2.10 LOCAL BOARD LIAISON TO THE WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION (WIAA) ~~LIAISON~~**

WSSDA recognizes the importance of co-curricular activities to the educational program. ~~The Association~~ WSSDA urges each board to appoint a member to receive, review, and report information on WIAA activities and recommendations.

*(Adopted 1994; Amended 2002, 2017)*

CHANGE STATEMENT: Edited for consistency to remove “the association” and replace that with “WSSDA”.

## REGULAR CALENDAR

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The proposals included on this section of the Regular Calendar are substantive changes to current Positions suggested as a result of the 2017 Resolutions Committee review of Sections 1 and 6.

Material to be deleted is ~~italicized and strikethrough~~ and new material is in **bold type and underlined**.

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### 1.1 **GENERAL**

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#### 11. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

- **VISION**

All Washington School Directors effectively govern to ensure ~~all students' success~~ **each and every student has what they need to be successful within our state's public education system.**

**MISSION**

WSSDA ~~provides~~ builds leadership and advocacy, by ~~empowers~~ empowering its members with **tools**, knowledge, and skills to govern with excellence **and advocate for public education.**

**GOALS**

- WSSDA's organizational culture and structure continuously improves service to school directors and their districts.
- WSSDA's premier membership development cultivates and strengthens school director leadership skills and effective governance.
- WSSDA's advocacy fosters and promotes partnerships with other education leaders and stakeholders, and initiates or enhances legislation to advance education policy.
- WSSDA leads in policy development to promote safe, secure, and respectful learning environments for ~~all children~~ **each and every student.**
- WSSDA expands public awareness of local school district governance **and public education,** ~~provides concise, timely information, and meets the communication needs of its members.~~
- **WSSDA provides concise, timely information, and meets the communication needs of its members.**
- WSSDA promotes innovation to address new educational trends, **advances,** and the future needs of **students and** school districts.
- **WSSDA leads in advocating, modeling, and promoting equity to address the educational needs of each and every student.**

(Adopted 1962; Amended 1963, 1977, 1982, 1987, 1992, 2002, 2007, 2012, **2017**)

CHANGE STATEMENT: Edited by the WSSDA Board of Directors to update language.

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## 12. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

### 1.1.5 Advertising of Alcohol, Tobacco, and Cannabis

WSSDA opposes the advertisement of alcoholic beverages, cannabis, and tobacco or nicotine products, and associated delivery devices on school properties.

*(Adopted 1989; Amended 2012, **2017**)*

CHANGE STATEMENT: Edited to align with WSSDA model policy.

## 1.2 PERMANENT POSITION DEVELOPMENT PROCESS

## 13. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

### 1.3.2 REVIEW OF WSSDA'S PERMANENT POSITIONS STATEMENTS

The WSSDA Resolutions Committee is authorized to review and initiate ~~the Associations'~~ WSSDA's permanent positions ~~statements~~ as required by the Bylaws and to recommend changes ~~which will~~ to correct syntax, clarify intent, eliminate conflicts, or combine related ~~statements~~ permanent positions. The result of such changes, clarifications, and combinations will be presented for action in writing to the next Delegate Assembly at Annual Conference.

*(Adopted 1977; Amended 2002, 2007, **2017**)*

CHANGE STATEMENT: Edited to change "statements" to "permanent positions" and to make an edit per WSSDA Policy 2092, which allows this Committee to initiate permanent positions as well as review them.

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# 6 RELATIONS WITH FEDERAL AND STATE AGENCIES AND EDUCATION PARTNERS ~~OTHERS~~

## 6.1 FEDERAL RELATIONS

## 14. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

### 6.1.1 FEDERAL ROLE

WSSDA believes that public education is a federal interest, a state responsibility, and a local function. The federal interest is served by supporting but not supplanting state and local efforts. The federal role includes:

- Fully funding the impact of federal policies and mandates on local schools;

- **Equitable** ~~equal~~ access to educational opportunities for **each and every** ~~all~~ students;
- ~~Equalizing and~~ Enhancing educational opportunities through support for career and technical **education programs**;
- Fully funding ~~compensatory education programs relative to the~~ **Individuals with Disabilities Education Act** (IDEA);
- Promoting democracy through a well-educated citizenry; and
- Replacing tax revenues lost as a result of federal activities.

*(Adopted 1982; Amended 1987, 1992, 2002; 2007, **2017**)*

CHANGE STATEMENT: Edited for clarity by refining word choice.

## 6.3 STATE RELATIONS

### 15. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 6.2.3 **K-12** EDUCATIONAL POLICY DEVELOPMENT

WSSDA urges the state to appoint school directors to serve on every commission, task force, or ~~other agency stakeholder group which that in any way~~ directly or indirectly affects the development of **K-12** educational guidelines, regulations, and policies.

*(Adopted 1972; Amended 1977, 1982, 1987, 2002, 2007, **2017**)*

CHANGE STATEMENT: Edited to clarify grammar and that WSSDA's role in education policy development is tied to K-12.

### 16. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 6.2.4 **TIMELY FISCAL DATA**

WSSDA urges the State Legislature, the Office of Financial Management, and the Superintendent of Public Instruction to strive, individually and collectively, to provide school districts with fiscal data and operating instructions at the earliest possible date each year, but no later than May 1, to allow districts necessary planning time **to prepare their budgets and** meet their contractual obligations.

*(Adopted 1980; Amended 2012, **2017**)*

CHANGE STATEMENT: Edited to identify the need for districts to ensure necessary planning time to prepare their budgets

## 17. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

### 6.2.5 TEACHER PREPARATION, CERTIFICATION, AND PROFESSIONAL DEVELOPMENT

WSSDA encourages teacher preparation programs to actively recruit a diverse pool of candidates. WSSDA supports collaboration among colleges and universities, state educational agencies, school districts, and professional associations in developing, evaluating and recommending standards for professional educator programs.

WSSDA believes statutory authority for the certification of teachers and paraeducators ~~educational staff associates~~ and accountability for the certification and professional preparation program standards should remain at the state level.

~~WSSDA supports collaboration among colleges and universities, state educational agencies, school districts and professional associations in developing, evaluating, and recommending standards for professional educator programs.~~

To assure effective access to colleges and universities by certificated educators in need of continuing professional development, ~~the Association~~ WSSDA believes the Student Achievement Council should consider the in-service training needs of school personnel in developing its long-range plans.

*(Adopted 1987; Amended 2002; 2007; 2012, **2017**)*

CHANGE STATEMENT: Third paragraph consolidated into first paragraph for flow of idea.

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## 18. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

### 6.2.6 STUDENTS EXPERIENCING HOMELESSNESS AND STUDENTS LIVING IN NONTRADITIONAL ENVIRONMENTS OR STATE FACILITIES

WSSDA supports ~~the goal of~~ providing for the educational needs of students experiencing homelessness as defined by the McKinney-Vento Act and students living in nontraditional environments or state facilities. ~~children and those in group homes, state residential facilities, county juvenile detention centers, adult correctional facilities, state learning centers, private health care institutions, and those from migrant populations; and the homeless. In order for the state to fulfill its commitment to these populations, and to its citizens, appropriate services and educational programs must be fully funded by the legislature.~~ The state must fully fund appropriate services and educational programs to fulfill its commitment to these populations.

*(Adopted 1982; Amended 1987, 1992, 1997, 2002; 2012, **2017**)*

CHANGE STATEMENT: Edited to clarify the different types of homelessness in our state, updating language to reflect the McKinney-Vento Act.

**19. AMEND CURRENT POSITION**

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

**6.2.10 LOCAL BOARD LIAISON TO THE WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION (WIAA) LIAISON**

WSSDA recognizes the importance of co-curricular activities to the educational program. ~~The Association~~ WSSDA urges each board to appoint a member to receive, review, and report information on WIAA activities and recommendations.

*(Adopted 1994; Amended 2002, **2017**)*

CHANGE STATEMENT: Edited for consistency to remove “the association” and replace that with “WSSDA”.

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**20. AMEND CURRENT POSITION**

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

~~**6.2.11 REPORTING REQUIREMENTS**~~

~~WSSDA supports elimination or reduction of state and federal monitoring and reporting functions that are not directly related to student learning.~~

~~*(Adopted 1980; Amended 1982, 1994, 1999, 2004, 2009, 2017)*~~

**3.2.1 Funding of Mandated Programs**

*WSSDA believes that state and federal governments have a legal duty to fully fund any programs mandated by legislation, including reporting requirements and other accountability measures. Such funding shall not limit or direct local expenditures nor be competition-based.*

*(Adopted 1985; Amended 1986, 1990, 1995, 2000, 2005, 2010, 2015, **2017**)*

CHANGE STATEMENT: Removed this position, 6.2.11, and incorporated language into 3.2.1.

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**21. AMEND CURRENT POSITION**

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

**6.2.11 INTERSCHOLASTIC ACTIVITIES COMMITTEE REPRESENTATION**

All WIAA District Boards will have a WSSDA IAC member. If a WIAA District does not have a representative after IAC elections, the WSSDA Board of Directors will appoint a WSSDA member ~~at-large~~ to the IAC to fill the vacancy. The term will be for one year.

*(Adopted 2004; Amended **2017**)*

CHANGE STATEMENT: Added language for clarity.

## 6.3 EDUCATION ORGANIZATIONS

### 22. STRIKE CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### ~~6.3.1 WSSDA'S RELATIONSHIP WITH THE LEADERSHIP TEAM~~

~~WSSDA along with the Washington Association of School Administrators (WASA) is the education leadership team responsible for student success.~~

~~(Adopted 1977; Amended 1982, 2002, 2012, 2017)~~

CHANGE STATEMENT: The intent of this position is now incorporated below.

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### 23. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 6.3.1 WSSDA'S RELATIONSHIP WITH EDUCATION ASSOCIATIONS ORGANIZATIONS

WSSDA shall ~~will be a leader amongst education organizations.~~ **WSSDA will** continue to seek ~~ways to establish~~ closer collaboration with partner education ~~associations~~ **organizations.** , including but not limited to:

- ~~• Association of Washington School Principals (AWSP)~~
- ~~• Parent Teacher Association (PTA)~~
- ~~• Public School Employees (PSE)~~
- ~~• Washington Association of School Administrators (WASA)~~
- ~~• Washington Education Association (WEA)~~

*(Adopted 1977; Amended 1982, 1991, 1992, 2002, 2007, 2012, **2017**)*

CHANGE STATEMENT: WSSDA works with many organizations who contribute to our focus as an education association.

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## 6.4 REGULATORY STATE AND FEDERAL RULES AND REGULATIONS AGENCIES

### 24. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 6.4.1 STATE AND FEDERAL ADMINISTRATIVE ~~REGULATIONS~~ RULES AND ~~OR~~ REGULATIONS

~~WSSDA urges curbing the power of state and federal regulatory agencies to institute rules and regulations which that are excessive or that conflict, are excessive, or distort congressional or legislative intent.~~ **WSSDA urges state and federal agencies to avoid adopting or implementing rules and regulations that conflict with or overreach legislation.**

*(Adopted 1982; Amended 1987, **2017**)*

CHANGE STATEMENT: Reworded for clarity.

The proposals included on this section of the Regular Calendar are new Permanent Position Proposals reviewed by the 2017 Resolutions Committee.

Material is in **bold type and underlined**.

## 2.3 Equal Rights

### 1. NEW PERMANENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 2.3.3 ACHIEVEMENT AND OPPORTUNITY GAPS

**WSSDA believes that in order to disrupt the systems which perpetuate achievement and opportunity gaps, local school boards should develop and adopt a Racial Equity Policy which directs school districts to put in place strategies and engagement practice where diverse voices and perspectives are included.**

*(Adopted **2017**)*

SUPPORT STATEMENT: To achieve the goal of serving each and every student in our State, we've got to tackle the persistent achievement and opportunity gaps. We certainly should use data as our guide for resources allocation and decision making. We have identified areas such as poverty and adverse environments where a child is raised as the culprits perpetuating these gaps. With more data available, we need to address race as one of the culprit in this challenging work as well.

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### 2. NEW PERMANENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

#### 2.3.4 RACIAL EQUITY & CULTURAL COMPETENCE

**WSSDA urges school boards to look at all district work and initiatives through a lens of racial equity to ensure all learners have the opportunities and access to experiences that will help them reach their full potential and achieve success in a globally diverse society.**

*(Adopted **2017**)*

SUPPORT STATEMENT: 1) Our state is changing to a much more diverse demographics in the nation. It is critical that we develop and implement tools for Board Directors and School Districts to use in the effort of serving each and every child in the Public Education system. 2) Our state's economic growth gives our students many opportunities to seek careers and higher education abroad. The idea of being cultural competent and racial relevant would provide our students a successful path into their post-secondary achievement.

## 2016 WSSDA BYLAWS

### ARTICLE I. NAME

This Association shall be known as the Washington State School Directors' Association herein after referred to as WSSDA.

### ARTICLE II. PURPOSE

The purpose of WSSDA shall be to further "the coordination of programs and procedures pertaining to policymaking and to control and management among the school districts of the state," as provided by law, and to provide leadership for the continual improvement of a public education system which assures effective learning for all students.

### ARTICLE III. POWERS

WSSDA shall have the powers as set forth in the Bylaws and RCW 28A:

- A. To prepare, adopt, amend and repeal a constitution and rules and regulations, bylaws, and general policy statements for its own organization and for its government and guidance, provided action taken with respect thereto is not inconsistent with the provisions of law under RCW 28A;
- B. To arrange for and call such meetings of WSSDA, or of the officers and committees thereof, as are deemed essential to the performance of its duties;
- C. To provide for the compensation of members of the Board of Directors, and for the payment of travel and subsistence expenses incurred by members, officers and employees of WSSDA while engaged in the performance of duties under the direction of WSSDA;
- D. To employ an Executive Director and other necessary personnel;
- E. To collect membership dues according to law; and
- F. To act or to provide such services as may be requested or authorized by WSSDA's members, or for them by the Board of Directors, provided that such acts or services are permitted by law, and the Bylaws.

### ARTICLE IV. MEMBERS

#### Section 1. Classification of Members

The membership of WSSDA shall be comprised of:

- A. **Regular Members.** Regular members shall be the members of the boards of directors of the school districts of the state of Washington, as provided by law.
- B. **Conditional Members.** Conditional members shall be members who have

been elected to a board of directors of a school district in the state of Washington, but whose election results have not yet been certified by the Secretary of State and/or who have not yet been sworn-in as required by law. Once a Conditional member fulfills these conditions, his/her member classification converts to that of a Regular Member with all due rights and privileges.

- C. **Associate Members.** Associate members shall comprise the educational service districts' board members and members of the State Board of Education.
- D. **Honorary Members.** Honorary members shall comprise the past presidents of WSSDA no longer serving on a local board and any who have rendered distinguished service to WSSDA or to education and have been voted into honorary membership by WSSDA at the Delegate Assembly.

## **Section 2. Privileges**

Privileges of Associate, Conditional and Honorary members include:

- A. Attending meetings as a nonvoting participant; and
- B. Receiving copies of WSSDA's complimentary publications.

Privileges of Associate, Conditional and Honorary members do not include:

- A. Eligibility to hold elective office on the WSSDA Board; or
- B. Running for or serving on any WSSDA standing committee, WSSDA advisory committee or WSSDA task force; or
- C. Participating in the Association's business or operating decisions.

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## **ARTICLE V. OFFICERS**

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There shall be four officers: a president, a president-elect, a vice president and the immediate past president. The vice president shall be elected from the east side of the Cascade Mountains in even-numbered years and from the west side of the Cascade Mountains in odd-numbered years. A school director shall be ineligible to serve as an officer if he or she is simultaneously serving as a statewide elected official or as a member of the state legislature.

### **Section 1. Terms**

- A. The terms of office for the president, president-elect and vice president shall be one year or until his/her successor is elected.
- B. Upon the completion of the President's term of office at the end of the Annual Conference, the president-elect shall assume the office of president.
- C. A president not reelected in his/her district of residence may act as

presiding officer at the immediately ensuing Annual Conference.

## **Section 2. Elections**

The election of the president-elect and vice president shall be announced to the membership by the Executive Director following the election cycle and at the Annual Conference. The new officers shall take office immediately following adjournment of that conference.

- A. The election shall be by written or electronic ballot. Every regular member of WSSDA will receive a ballot.
- B. Those candidates receiving a majority of votes cast for the respective offices shall be declared elected.
- C. If no candidate receives a majority of the votes, the two candidates receiving the highest number of votes will be candidates for re-balloting.

## **Section 3. Vacancy**

- A. A vacancy occurs when an officer resigns or is removed; or when the officer for any reason is no longer eligible to serve on their local board, including failure to receive a majority of votes in a local election.
- B. In the event of a vacancy in an officer position after Annual Conference, the Nominating Committee shall conduct a special election of the membership to fill that vacancy for the remainder of the term. If the vacancy occurs in the office of vice president the successor shall come from the same side of the Cascade Mountains as the elected vice president.
- C. In the event of a vacancy occurring within three months of the end of an officer's term, the board, after consultation with the Nominating Committee, shall appoint a member to fill the vacancy for the remainder of the term.
- D. In the event of an absence of the president, the president-elect shall assume the duties of president. In the event of an absence in the offices of president and president-elect, the vice president shall assume the duties of those positions.

## **Section 4. Duties**

- A. The duties of the officers shall be those as set forth in the Bylaws, by the board of directors, the delegate assembly or the parliamentary authority.
- B. In the event of the President's temporarily vacating the chair, the President-elect shall preside.

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**Article VI. DIRECTOR AREAS**

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**Section 1. Districts Within Director Areas**

The state is divided into eleven school director areas for the purpose of representation on committees of WSSDA established by the Bylaws. Each area shall have one representative on the Board of Directors and Resolutions and Nominating Committees except for Area Two which shall have two representatives. Each area shall have two representatives on the Legislative Committee except for Area Two which shall have four representatives.

- AREA ONE: School districts within Northwest Educational Service District 189;
- AREA TWO: School districts within Puget Sound Educational Service District in King County and the Bainbridge Island School District;
- AREA THREE: School districts within Puget Sound Educational Service District in Pierce County;
- AREA FOUR: School districts within Olympic Educational Service District 114; AREA FIVE: School districts within Educational Service District 113;
- AREA SIX: School districts within Educational Service District 112;
- AREA SEVEN: School districts within North Central Educational Service District; AREA EIGHT: School districts within Educational Service District 105;
- AREA NINE: School districts within Educational Service District 101 in Ferry, Stevens and Pend Oreille Counties and the following school districts within Spokane County: Central Valley, Deer Park, East Valley, Mead, Nine Mile Falls, Orchard Prairie, Riverside, Spokane and West Valley;
- AREA TEN: School districts within Educational Service District 101 in Lincoln, Adams and Whitman Counties, the following school districts within Spokane County: Great Northern, Medical Lake, Freeman, Cheney, Liberty and Clarkston School District in Asotin County; and,
- AREA ELEVEN: School districts within Educational Service District 123 except Clarkston School District

## **Section 2. West Side Districts**

All school districts west of the easterly boundaries of Whatcom, Skagit, Snohomish, King, Pierce, Lewis and Skamania counties are considered to be west of the Cascade Mountains.

## **Section 3. East Side Districts**

Except as provided below, all other school districts are considered to be east of the Cascade Mountains: School districts in Klickitat County, other than Bickleton and Goldendale, are considered to be west of the Cascade Mountains.

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# **ARTICLE VII. BOARD OF DIRECTORS**

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## **Section 1. Membership**

The Board of Directors shall consist of the president, president-elect, vice president and immediate past president and representatives from school director areas, as defined in the Bylaws. Any member(s) serving on the NSBA board of directors shall serve ex- officio with voting privileges.

## **Section 2. Election**

Representatives from each school director area shall be nominated and elected to the board of directors at an Annual Conference of WSSDA. Elections shall take place at a caucus of members from the school director area. Election shall be by a plurality of votes cast by those present and voting.

## **Section 3. Terms of Office**

- A. Each Board of Directors' member shall hold this position until a successor has been elected.
- B. The terms of the representatives from school director areas shall begin immediately following the close of the Annual Conference and shall be for three years and staggered so that, as nearly as may be, the terms of one-third shall expire each year.
- C. Service on the Board of Directors shall be limited to two consecutive three-year terms.
- D. The Board of Directors shall have authority to fix the length of the first terms of representatives from newly created school director areas.

\*For members serving on the Board, as of January 2010, the term limitations cycle shall begin when their current term expires.

#### **Section 4. Duties**

- A. The Board of Directors shall, between Annual Conferences, be charged with implementing the purposes of WSSDA, exercising general supervision over its affairs and interpreting the Bylaws. It shall be charged with the duty of effecting policies and programs adopted at meetings of WSSDA.
- B. The Board of Directors shall have the responsibility to prepare and approve WSSDA's annual budget. This budget may be revised by the Board of Directors at any time.
- C. The Board of Directors shall have such power as is identified by the policies, Bylaws, parliamentary authority and the Board of Directors to provide for the effective and efficient operations of WSSDA, provided that all actions shall be in compliance with the law and those positions established by the delegates at the Delegate Assembly.

#### **Section 5. Meetings**

- A. The Board of Directors shall meet in person or by electronic means at the call of the president or on its own motion or upon the request of any four of its members.
- B. With proper notification to all members, the Board may meet by teleconference.

#### **Section 6. Quorum.**

A majority of the Board shall constitute a quorum.

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### **ARTICLE VIII. EXECUTIVE COMMITTEE**

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#### **Section 1. Membership**

There shall be an Executive Committee comprised of the officers of WSSDA and one Board member elected from the Board of Directors.

#### **Section 2. Powers and Duties**

The Executive Committee shall oversee the general affairs of WSSDA between meetings of the Board of Directors, advise the Executive Director on matters pertaining to the positions and policies of WSSDA and WSSDA's plans established by the Board of Directors, and perform such other duties and exercise such other powers as are prescribed by the Board of Directors.

### **Section 3. Meetings**

- A. Meetings may be called by the President or a majority of the members.
- B. Meetings may be held by teleconference or other electronic means.

### **Section 4. Quorum**

A majority of the Executive Committee shall constitute a quorum.

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## **Article IX. COMMITTEES**

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### **Section 1. Standing Committees**

- A. The standing committees of WSSDA shall be Legislative, Nominating, Resolutions, and Interscholastic Activities.
- B. The membership of standing committees is limited to Regular Members as defined in Article IV, Section 1 of the Bylaws. Conditional, Associate and Honorary members are not eligible to serve on WSSDA standing committees.
- C. No member shall serve in more than one elected position on any standing committee at the same time.
- D. No member shall serve on more than one standing committee in the same term.
- E. The duties of the committees shall be those as stated in the Bylaws.

### **Section 2. Elections**

- A. At each Annual Conference of WSSDA, committee representative(s) from school director areas shall be elected by director area caucus by a plurality of the votes cast. They shall serve for a two-year term or until their successors are elected. Terms shall be staggered so that, as nearly as possible, the terms of one-half of each committee shall expire each year.
- B. Committee members shall assume office immediately following their election at the Annual Conference.

### **Section 3. Other Committees**

- A. The Board of Directors may create advisory committees, task forces and caucuses. The president, with the approval of the Board, may appoint the chair and Regular members to advisory committees and task forces. Conditional, Associate and Honorary members are not eligible to serve on WSSDA advisory committees, task forces or caucuses.
- B. All advisory committees, task forces and caucuses shall be reviewed annually.

### **Section 4. Meetings**

Meetings may be held by teleconference or other electronic means.

## **Section 5. Quorum**

A majority of any committee shall constitute a quorum.

## **Section 6. Legislative Committee**

### MEMBERSHIP

There shall be a Legislative Committee which shall consist of the vice president, four representatives from Director Area Two and two representatives from all other director areas, as defined by the Bylaws.

1. At each Annual Conference of WSSDA, one half of the Legislative Committee members representing each director area shall be nominated and elected by director area caucus by a plurality of the votes cast.
2. They shall assume office immediately following their election at the Annual Conference.
3. They shall serve for two years or until their successors are elected.

### DUTIES

1. The Legislative Committee shall recommend an annual legislative program including all positions and priorities to the Board of Directors for final approval. It shall devise that program with input from the Legislative Assembly.
2. The Legislative Committee shall monitor and actively support WSSDA's legislative program.
3. Each year the Legislative Committee shall review approximately twenty (20) percent of the Standing Legislative Positions and recommend revisions and/or deletions for consideration at the Legislative Assembly.
4. The Legislative Committee shall appoint three members to the Positions Subcommittee. The Positions Subcommittee shall review proposals for potential conflicts or inconsistencies with existing positions. The President or a designee shall chair the Subcommittee. Meetings shall be called, as needed, by the chair.

## **Section 7. Nominating Committee**

### MEMBERSHIP

There shall be a Nominating Committee which shall consist of a past president appointed by the president to serve as chair, two representatives from Director Area Two, and one representative from all other director areas, as defined by the Bylaws.

### DUTIES

1. The Nominating Committee shall nominate one or more persons for president-elect and vice president, filing these nominations in writing with the executive director, at least ninety (90) days before the Annual Conference.

2. At the Annual Conference, the Nominating Committee shall present a report to the General Assembly.
3. The Nominating Committee shall be in charge of the entire balloting procedure, including the tabulations of all ballots for all elections conducted.
4. In the event of a vacancy in any officer position, the Board of Directors may consult with the Nominating Committee regarding the appointment process.

## **Section 8. Resolutions Committee**

### MEMBERSHIP

There shall be a Resolutions Committee which shall consist of the President-elect, two representatives from Director Area Two and one representative from all other director areas, as defined by the Bylaws. The president- elect shall serve as the vice chair of the Resolutions Committee unless she/he is elected to chair the committee.

### DUTIES

1. The Resolutions Committee shall consider proposals for WSSDA Permanent Positions submitted by school boards, the Board of Directors or WSSDA committees. The Committee shall report its recommendations to the membership at least thirty (30) days prior to the Delegate Assembly.
2. Each year the Resolutions Committee shall review approximately twenty (20) percent of WSSDA Permanent Positions and recommend revisions and/or deletions for consideration at the Delegate Assembly.
3. The Resolutions Committee shall appoint three members to the Positions Subcommittee. The Positions Subcommittee shall review proposals for potential conflicts or inconsistencies with existing positions. The president or a designee shall chair the Subcommittee. Meetings shall be called, as needed, by the chair.

## **Section 9. Interscholastic Activities Committee**

### MEMBERSHIP

There shall be an Interscholastic Activities Committee which shall consist of a WSSDA Board member appointed by the president, two representatives from Director Area Two and one representative from all other director areas, as defined by the Bylaws.

### DUTIES

1. The Interscholastic Activities Committee shall review and make recommendations on all proposals to be submitted to WIAA representative assemblies. These recommendations shall be communicated to WSSDA's members.
2. The Interscholastic Activities Committee shall engage in education and communication activities to inform school directors of their roles and responsibilities in the provision of interscholastic activities and their relationship

with the WIAA

3. The Interscholastic Activities Committee shall meet with the WIAA Executive Director to review WIAA state, regional and tournament financial affairs and review the audit of WIAA finances.
4. The Interscholastic Activities Committee shall review the governance of WIAA and the manner by which its operation are overseen by its Executive Board, the State Board of Education and WSSDA and local boards, and make recommendations to the WSSDA Board of Directors regarding WIAA governance.
5. The Interscholastic Activities Committee shall make other recommendations to the WSSDA Board of Directors regarding WIAA or student interscholastic activities as the Committee deems appropriate.

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## **ARTICLE X. VACANCIES**

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### **Section 1. Termination of Local Board Membership**

When a person ceases to be a member of a local school district board of directors, any WSSDA office or position held by that individual shall be declared vacant.

### **Section 2. Unexcused Absence**

A vacancy occurs when a member holding any WSSDA office or position is absent from two consecutive and properly called meetings, unless the absence is excused by the chair.

### **Section 3. Resignations**

Any member holding any WSSDA office or position may resign at any time by giving written notice to the President. Such resignations shall take effect immediately unless there is a time specified therein.

### **Section 4. Replacement**

- A. In the event of a vacancy in the position of a school director area representative on the Board of Directors, the remaining members of the Board of Directors shall, with convenient speed, appoint a successor from among the school directors in the school director area in which the vacancy occurs, to serve until the next Annual Conference.
- B. In the event of a vacancy on any other committee of WSSDA, the President shall, with convenient speed, appoint a successor to serve out the unexpired term or until the next Annual Conference, whichever happens first. The appointment shall be subject to Board approval.
- C. When a vacancy on an elected committee is announced in a director area caucus, it shall be filled by election from that caucus.
- D. When an area representative on the board of directors is elected to an officer

position and this results in a board vacancy, the caucus shall conduct an election to fill the vacancy.

### **Section 5. Removal from Office**

- A. WSSDA Officers. Any officer may be removed for cause from office by an affirmative vote of two thirds of the entire Board of Directors at any regular or special meeting as set forth in the policies and procedures.
- B. Members of the Board of Directors
  - 1. Any member of the Board of Directors may be removed from office for cause by the affirmative vote of two thirds of the entire Board of Directors at any regular or special meeting; or
  - 2. Director area representatives may be removed from office if twenty-five (25) percent of those school directors within that director area submit a petition to the president of WSSDA at least ten (10) days prior to the Annual Conference; and two-thirds of director area members present and voting, by ballot, at the caucus approve the removal.

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## **ARTICLE XI. MEETINGS of WSSDA**

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### **Section 1. Annual Conferences**

- A. There shall be an Annual Conference of WSSDA to be held at such time and place as may be designated by the Board of Directors.
- B. The Annual Conference shall be an assembly of the state’s school directors for the purpose of conveying information, determining WSSDA positions or policies relative to any issues and conducting WSSDA elections and other business.
- C. It is the intent of WSSDA that Annual Conferences shall be held alternately on the east and west sides of the Cascade Mountains.

### **Section 2. Delegate Assemblies**

- A. There shall be a Delegate Assembly consisting of one voting member from each school board in the state. It shall meet in conjunction with the Annual Conference.

OSPI Headcount Enrollment	Votes
0 – 1,000	1
1,001 – 5,000	2
5,001 – 10,000	3
10,001 – 15,000	5

- B. The Delegate Assembly shall establish WSSDA's Permanent Positions and the annual dues; amend the Bylaws; and may conduct such other business as may properly come before it.
- C. Special meeting of the Delegate Assembly may be called by the Board of Directors or by the delegates at any Delegate Assembly.
- D. Every delegate at the Delegate Assembly shall have one vote on matters pertaining to general WSSDA business, setting the total amount of the annual dues assessed to all districts, and amendments to the Bylaws.
- E. Every delegate shall have one vote or a weighted vote, if five (5) delegates call for a weighted vote:
  - 1. On establishing or amending WSSDA's Permanent Positions; and
  - 2. On matters relating to the process of how dues are assessed to individual districts.
- F. The Board of Directors may submit emergency matters or late proposals, except amendments to the Bylaws, to be voted upon at the Delegate Assembly with a minimum of four (4) hours written notice to members at Annual Conference.
- G. There shall be no absentee or voting by proxy.

15,001 – 20,000	7
20,001 – 25,000	9
25,001 – 30,000	11
30,001 – 35,000	13
35,001 – 40,000	15
40,001 – 45,000	17
45,001 – 50,000	19

**Section 3. Legislative Assemblies**

- A. There shall be a Legislative Assembly consisting of one voting member from each school board in the state.
- B. It shall meet when called by the Board of Directors. The time and place of meeting shall be designated by the president.
- C. The Legislative Assembly shall consider legislative proposals and any new or proposed changes to existing Standing Legislative Positions.
- D. Every delegate at the Legislative Assembly shall have one vote, or a weighted vote, if five (5) delegates call for a weighted vote on all matters that come before the Assembly.
- E. There shall be no absentee or voting by proxy.
- F. The Board of Directors may submit emergency matters or late proposals, except amendments to the Bylaws, to be voted upon at the Legislative Assembly with a minimum of four (4) hours written notice to all members of the Legislative Assembly.

**Section 4. Weighted Vote**

When a weighted vote is called, delegates shall receive the number of votes as set

forth in the vote chart based on student enrollment on the first school day in October.

### **Section 5. Quorums**

At all meetings of the Delegate and Legislative Assemblies, five (5) percent of the regular membership at the onset of the meeting shall constitute a quorum.

### **Section 6. Dues**

WSSDA will annually establish a graduated schedule of dues categories for its members based upon the number of certificated personnel in each district, as reported to the Office of the Superintendent of Public Instruction. The maximum dues assessed to any single school district may not exceed the base salary of an entry-level teacher in that district, as reported to the Office of the Superintendent of Public Instruction

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## **ARTICLE XII. FINANCE**

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- A. Within the limitation established by law, the Delegate Assembly shall determine the amount of WSSDA's revenue to be derived from dues for the ensuing year.
- B. In the absence of a quorum at Delegate Assembly, the Board of Directors may assess dues, not to exceed the amount of dues assessed the preceding year.
- C. WSSDA shall submit an annual financial statement to the membership and financial reports at each meeting of the Board of Directors.
- D. WSSDA staff and officers shall be bonded in an appropriate amount.
- E. The fiscal year shall be from January 1 through December 31 and all dues shall become payable on January 1 of each year.
- F. The President shall appoint a finance subcommittee of the Board of Directors to monitor WSSDA's finances and report to the Board.

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## **ARTICLE XIII. ASSOCIATION OFFICE**

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WSSDA shall maintain its principal office and such other offices as may be necessary at such place or places as the Board of Directors shall from time to time determine.

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## **ARTICLE XIV. AMENDMENTS**

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### **Section 1.**

Any proposed amendment to the Bylaws must be submitted to the Board of Directors no later than ninety (90) days prior to the Delegate Assembly. The amendment must be submitted by:

- 1. At least five school boards that have taken formal board action to recommend the amendment; or

2. A majority of members of the Board of Directors of WSSDA.

The Board of Directors shall review and refer all proposed amendments to the Delegate Assembly with recommendations.

## **Section 2.**

Bylaws may be amended at the Delegate Assembly by a two-thirds vote of the delegates present, provided due notice, in writing, of the proposed amendment is submitted to the members at least thirty (30) days prior to the Delegate Assembly.

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## **ARTICLE XV. PARLIAMENTARY AUTHORITY**

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The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern WSSDA in all cases to which they are applicable and in which they are not inconsistent with law, these bylaws, or special rules of order adopted by the organization.

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## **ARTICLE XVI. INDEMNIFICATION CLAUSE**

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WSSDA shall indemnify, defend and hold harmless its officers, directors, or employees from any and all losses, claims, demands, suits, costs and expenses (including reasonable attorney fees) of whatever nature or description arising from any claim against the officer, director or employee when acting on behalf of WSSDA. However, if a court of general jurisdiction determines that the director, officer or employee was not acting in good faith or within the scope of that person's authority or employment, such costs of defense or judgment shall not be authorized or paid.

## POSITION REVIEW HISTORY

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All WSSDA positions were reviewed by the membership in 1972, 1977 and 1982. Pursuant to its duty as stated in the Bylaws, in 1984 the members of the WSSDA Resolutions Committee reviewed Section 2 of the WSSDA Positions;

- in 1985 they reviewed Section 3;
- in 1986 they reviewed Section 5;
- in 1987 they reviewed Section 1 and 6;
- in 1988 they reviewed Section 4;
- in 1989 they reviewed Section 2;
- in 1990 they reviewed Section 3;
- in 1991 they reviewed Section 5;
- in 1992 they reviewed Section 1 and 6;
- in 1993 they reviewed Section 4;
- in 1994 they reviewed Section 2;
- in 1995 they reviewed Section 3;
- in 1996 they reviewed Section 5;
- in 1997 they reviewed Section 1 and 6;
- in 1998 they reviewed Section 4;
- in 1999 they reviewed Section 2;
- in 2000 they reviewed Section 3;
- in 2001 they reviewed Section 5;
- in 2002 they reviewed Section 1 and 6;
- in 2003 they reviewed Section 4;
- in 2004 they reviewed Section 2;
- in 2005 they reviewed Section 3;
- in 2006 they reviewed Section 5;
- in 2007 they reviewed Section 1 and 6;
- in 2008 they reviewed Section 4;
- in 2009 they reviewed Section 2;
- in 2010 they reviewed Section 3;
- in 2011 they reviewed Section 5;
- in 2012 they reviewed Section 1 and 6;
- in 2013 they reviewed Section 4;
- in 2014 they reviewed Section 2;
- in 2015 they reviewed Section 3;
- in 2016 they reviewed Section 5; and
- in 2017 they reviewed Section 1 and 6.

Prior to the 2017 Delegate Assembly, the WSSDA Resolutions Committee reviewed Section 1 and 6, which constitutes 20 percent of WSSDA's positions.

## **FINANCIAL SUMMARY**

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### **BUILDING CONSTRUCTION**

Over the past several years the Board has explored several options for updating WSSDA headquarters. The options explored included renovation of the existing building, relocations, and sharing a location with other organizations. During the same time period, the Board made decisions and policies that helped build a reserve adequate to address these future needs.

During 2017, the Board made the decision to explore the construction of a new building on the existing site. Subsequently, WSSDA hired a construction management consultant to help staff with this process. WSSDA anticipates spending approximately \$550,000 on preliminary work in 2018. Resources to cover these expense will come from the funds the Board committed to the Building Construction Fund. No dues based revenues will be used for the construction project. As a result, WSSDA's budgeted expenditures will exceed budgeted revenues by the amount of this board-approved spend down.

### **DUES RECOMMENDATION**

The Washington School Directors' Association is recommending a "no dues increase" in membership dues for 2017. The last membership dues increase was 1%, effective January 1, 2011.

WSSDA will be Able to maintain its budget without a dues increase in 2018. The 2018 Proposed budget provides for policy and school law expertise, government relations services, several committees and task forces, training and conference programs, numerous publications, and communications of educational issues, WSSDA staff is committed to providing exceptional service to our members.

Annual dues represent 52% of the WSSDA's budgeted revenues. The remaining revenue is primarily generated from fee-based services, subscriptions, and attendance of conferences and other events.

**SUMMARY OF GENERAL FUND BUDGETS BY PROGRAM  
FOR THE YEARS 2018 (PROPOSED) AND 2017 (ADOPTED)**

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	<b>Initial Proposed Budget 2018</b>	<b>Adopted Budget 2017</b>
<b>Revenues</b>		
Dues	\$1,742,874	\$1,742,874
Subscription Services	768,500	756,500
Events	674,100	694,100
Fees Based Services	115,000	105,000
Other Revenue	54,900	37,900
<b>Total Revenues</b>	<b><u>3,355,374</u></b>	<b><u>3,336,374</u></b>
<b>Expenditures</b>		
Salaries & Benefits	1,701,951	1,721,951
Officers and Board of Directors	114,000	124,000
Committees & Task Forces	67,350	70,500
Events	489,000	499,050
Contracted Services	482,000	392,000
Operations/Maintenance	1,051,400	525,750
<b>Total Expenditures</b>	<b><u>3,905,701</u></b>	<b><u>3,333,251</u></b>
 <i><b>Budgetary Surplus (Deficit)</b></i>	 <b><u><u>(\$550,327)*</u></u></b>	 <b><u><u>\$3,123</u></u></b>

\* We anticipate spending approximately \$550,000 on preliminary work performed for the construction of a new office building. Resources to cover these expenses will come from the Building Construction Fund, which is the money that the Board has set aside over the past 8-10 years. Because these funds have been set aside from prior years and not part of the 2018 revenues, the only way to authorize expending it is to show it in the budget as a planned spend down. As a result, budgeted expenditures will exceed budgeted revenues by the amount of this board-approved spend down. It should be noted that 100% of dues revenue are spent on dues based services and at no time have dues been used toward this project.

## STATEMENT OF NET POSITION – GOVERNMENTAL ACTIVITIES

### DECEMBER 31, 2016 (UNAUDITED)

<b>Assets</b>	
Cash and Cash Equivalents	\$18,816
Investments	3,267,738
Accounts Receivable	115,457
Prepaid Items	56,547
Total Current Assets	3,458,558
Capital Assets, Non-Depreciable	368,700
Capital Assets, Net of Accumulated Depreciation	791,206
Total Capital Assets	1,159,906
<b>Total Assets</b>	<b>4,618,464</b>
 <b>Deferred Outflows of Resources</b>	
Deferred Outflows on Pensions	131,247
<b>Total Assets and Deferred Outflows of Resources</b>	<b>\$4,749,711</b>
 <b>Liabilities</b>	
Current Liabilities:	
Accounts Payable	\$105,927
Sales Tax Payable	3,387
Benefits Payable	2,462
Unearned Revenues	57,240
Total Current Liabilities	169,016
Compensated Absences	102,212
Mortgage Due Within One Year	95,000
Net Pension Liability	954,641
Total Long-Term Liabilities	1,151,853
<b>Total Liabilities</b>	<b>1,320,869</b>
 <b>Deferred Inflows of Resources</b>	
Deferred Inflows on Pensions	15,994
 <b>Net Position</b>	
Investment in Capital Assets (Net of Related Debt)	1,064,906
Unrestricted	2,347,942
<b>Total Net Position</b>	<b>3,412,848</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Net Position</b>	<b>\$4,749,711</b>

**STATEMENT OF ACTIVITIES – GOVERNMENTAL ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2016 (UNAUDITED)**

<b>Program Revenues</b>	
Charges for Services (by Program):	
Association Services	1,755,474
Policy and Legal Services	807,697
Government Relations	57,773
Leadership Development Services	128,268
Annual Conference	609,845
Communications and Marketing	51,467
<b>Total Program Revenues</b>	<b>3,410,524</b>
<b>General Revenues</b>	
Interest Income	17,774
Other Income	9,900
<b>Total General Revenues</b>	<b>27,674</b>
<b>Total Revenues</b>	<b>3,438,198</b>
<b>Expenses (Current by Program)</b>	
Association Services:	\$992,773
Pension Obligation Expense Adjustment	11,642
Less Capital Outlays	(8,442)
Less Principal Payment on Mortgage	(85,000)
Plus Depreciation Expense	39,100
Less Decrease in Compensated Absences Liability	(18,847)
Total Association Services	931,226
Policy and Legal Services	670,208
Government Relations	344,622
Leadership Development Services	410,286
Annual Conference	522,656
Communications and Marketing	197,603
<b>Total Expenses</b>	<b>3,076,601</b>
<b>Excess (Deficiency) of Revenues over Expenses - Increase (Decrease) in Net Position</b>	<b>361,597</b>
Net Position, Beginning	3,051,251
<b>Net Position, Ending</b>	<b>\$3,412,848</b>



The Washington State School Directors' Association provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.

221 College Street NE  
Olympia, Washington 98516  
**360.493.9231 • 800.562.8927**  
[mail@wssda.org](mailto:mail@wssda.org)  
[wssda.org](http://wssda.org)