



2016 Delegate Assembly Guide

WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION

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2016 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	2016
2	Kent	Agda Burchard	2017
2	Bellevue	Chris Marks	2016
3	Bethel	Warren Smith	2017
4	Central Kitsap	Bruce Richards, <i>Chair</i>	2016
5	Aberdeen	Christi Boora	2017
6	Camas	Casey O’Dell	2016
7	Moses Lake	Kevin Donovan	2017
8	Ellensburg	Heather Hazlett	2016
9	Deer Park	Joanne Greer, <i>President-Elect</i>	2016
9	West Valley	Adam Mortensen	2017
10	Pullman	Susan Weed	2016
11	Kiona-Benton City	Ivan Howard	2017



RESOLUTIONS COMMITTEE REPORT

During the WSSDA Annual Conference in Spokane, **November 16 through 19, 2016**, delegates from each school board will meet in a Delegate Assembly to take action on official Positions of WSSDA. Those action items are presented in this handbook 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 Section 5, Instructional Program, and has proposed several changes as a result of that review.**

ASSEMBLY AGENDA

- I. Call to Order
- II. Statement of Qualification to Act
[Article XI, Section 5]
- III. Report of the Credentials Chairman
- 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

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 or remaining or expired time.

DEBATE

- A. Proponents of the motion may first speak on its behalf. Delegate(s) from the proposing board(s) shall have the first opportunity to speak. Supporters of the motion may speak for not more than a total of four minutes.
- 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 a total of one minute.
- D. Each Amendment shall have a maximum of five minutes "Pro" and five minutes "Con."
- E. Members of the Delegate Assembly and/or WSSDA staff may be recognized by the president for purposes of clarification and 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 *Robert's Rules of Order*.

CONSENT CALENDAR

The proposals included on this Consent Calendar are editorial changes for language consistency, clarification and stylistic purposes only. The first section of the Consent Calendar contains suggested amendments to the Permanent Positions resulting from the 2016 Resolutions Committee’s review of Section 5, Instructional Program. The second section of the Consent Calendar contains suggested amendments to the Bylaws resulting from the WSSDA Board of Directors’ annual review of the Bylaws.

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**.

5.1 ~~CURRICULUM~~ COURSE DESIGN, SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

1. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

- 5.1.1 **Local Board Adoption of Core Instructional Materials** ~~Curriculum Policy Development~~
WSSDA believes that ~~curriculum policy decisions are the~~ **policy providing for course design, selection and adoption of instructional materials is the** responsibility of the local school board. Such policy shall provide for **board adoption of core instructional materials. The policy will also provide opportunities for staff,** parent, and citizen involvement in **development and review of instructional materials** ~~curriculum development~~ and participation on district instructional materials committees ~~and periodic curriculum review.~~

*(Adopted 1968; Amended 1982, 1991, 2000, 2006, **2016**)*

CHANGE STATEMENT: Edited to update language based on “instructional materials” rather than “curriculum” language. Also adds the value for staff to have input in development and review of instructional materials.

5.2 INSTRUCTION

2. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

5.2.2 Community Resources

WSSDA encourages local school districts to **seek and engage community partners and utilize the human and physical resources of the community, both in and out of the school setting**, to supplement and improve the instructional program, **both in and out of the school setting**.

*(Adopted 1978; Amended 2006, **2016**)*

CHANGE STATEMENT: Edited to strengthen language regarding engaging community partners.

3. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

5.2.3 Student Educational Plans

WSSDA believes that each student, ~~regardless of ability or circumstances~~, should have an ~~individualized K-12~~ educational plan developed in partnership with education professionals and parents to achieve the student's full potential.

*(Adopted 1979; Amended 1982, 1991, 2001, 2006, **2016**)*

CHANGE STATEMENT: Clarifying language.

4. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

5.2.5 Basic Skills and Remediation

WSSDA supports efforts to assure early identification of basic skills deficiencies and sufficient funding for intervention and remediation programs **to close achievement and opportunity gaps**.

*(Adopted 1978; Amended 1996, 2006, **2016**)*

CHANGE STATEMENT: Edited to continually advocate for closing achievement and opportunity gaps.

5. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

5.2.6 Transition Beyond School

WSSDA urges local school districts to organize their K-12 learning programs to enable each student to move successfully from school to careers, the military, ~~to~~ technical training programs or ~~to professional or academic programs in~~ colleges and universities.

To achieve that goal, school ~~districts-boards~~ should:

- Involve the business community to identify essential skills and opportunities; ~~and~~
- Integrate academic and career and technical education by enabling students to apply academic principles in occupational situations; ~~and~~
- **Provide dual credit opportunities in high school.**

*(Adopted 1987; Amended 1991, 1992, 2001, 2006, **2016**)*

CHANGE STATEMENT: Edited to emphasize value of dual credit opportunities.

6. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

5.2.9 Instructional Strategies

WSSDA believes successful instructional strategies are research-based and originate from ~~curriculum~~ **instructional materials** and assessments aligned with state standards. Furthermore, effective instructional strategies must be supported by integrated teacher professional development.

*(Adopted 2006, **2016**)*

CHANGE STATEMENT: Edited to update language from “curriculum” to “instructional materials.”

REGULAR CALENDAR

The proposals included on this Regular Calendar are: 1) substantive changes to current Positions suggested as a result of the 2016 Resolutions Committee review of Section 5, Instructional Program; and 2) substantive changes to the WSSDA Bylaws proposed by the WSSDA Board of Directors.

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

5.1 CURRICULUM COURSE DESIGN, SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

7. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

5.1.2 Instructional Materials Curriculum Content

WSSDA believes it is the responsibility of the local school board to provide **instructional materials that support a curriculum which includes the Washington State's goals for basic education, which include essential academic learning requirements:**

- Read with comprehension, write **effectively with skill** and communicate **successfully in a variety of ways and settings and with a variety of audiences effectively;**
- Know and apply the core concepts and principles of mathematics; social, physical and life sciences; civics and history; **including different cultures and participation in representative government;** geography; arts; and health and fitness;
- Think analytically, logically and creatively, and integrate **technology literacy and fluency as well as different experiences** and knowledge to form reasoned judgments and solve problems; **and**
- Understand the importance of work and **personal financial management and** how performance, effort and decisions directly affect future career and educational opportunities; ~~and~~
- ~~Integrate proven and emerging technologies into the curriculum to ensure technological literacy, fluency and adaptability for students' future success.~~

Instructional materials based on local Native American tribal heritage must be included in district social studies course design.

WSSDA recognizes that cognitive development during grades K-8 maximizes the chance for world language proficiency. WSSDA encourages local school boards to incorporate world language instruction and materials, including American Sign Language, into grade K-8 as resources permit.

The content of district instructional materials curriculum should also include, but not be limited to:

- Citizenship;
- **Social and emotional learning;**
- **Digital citizenship; and**
- Environmental education;
- *World languages; and*
- *Native American heritage in Washington State.*

*(Adopted 2001; Amended 2006, 2009, **2016**)*

CHANGE STATEMENT: Edited to update language based on EALRs as stated in RCW 28A.150.210 and to reflect the mandated Native American tribal heritage instruction. Also adds other suggestions for instructional materials content including a focus on world languages as a priority for K-8 instruction.

8. AMEND CURRENT POSITION

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

5.2.7 English Language Learners

WSSDA encourages transitional education programs and resources in the schools for English language learners, with emphasis on proficiency in reading, writing and speaking English. **Where possible, students should receive credit for proficiency in their native language.**

*(Adopted 1975; Amended 1982, 1996, 2006, **2016**)*

CHANGE STATEMENT: Edited to emphasize value of credit for proficiency in a student's native language and to favor resource availability.

9. AMEND CURRENT BYLAW

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

ARTICLE V. Officers

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. **The president-elect shall be elected from the west side of the Cascade Mountains in even-numbered years and from the east 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.

CHANGE STATEMENT: This edit ensures the succession of WSSDA officers continues to alternate between the east and west side of the Cascade Mountains.

10. AMEND CURRENT BYLAW

RESOLUTIONS COMMITTEE RECOMMENDATION: **DO PASS**

ARTICLE IX. Committees

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, ~~or~~ task forces **and caucuses**. The president, with the approval of the Board, may appoint the chair and Regular members. Conditional, Associate and Honorary members are not eligible to serve on WSSDA advisory committees, ~~or~~ task forces **or caucuses**.
- B. All advisory committees, ~~or~~ 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.

CHANGE STATEMENT: Edited to prohibit members from serving on two standing committees in one term and to prohibit members from holding two elected positions on a standing committee in one term to encourage committee participation of more members. This edit also allows the board to create and maintain caucuses.

2015 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.

ARTICLE V. OFFICERS

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

- E. 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.
- F. 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.
- G. 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.
- H. 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

- C. 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.
- D. In the event of the President’s temporarily vacating the chair, the President-elect shall preside.

Article VI. DIRECTOR AREAS

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.

ARTICLE VII. BOARD OF DIRECTORS

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 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.

ARTICLE VIII. EXECUTIVE COMMITTEE

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.

Article IX. COMMITTEES

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. The duties of the committees shall be those as stated in the Bylaws.

Section 2. Elections

- C. 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.
- D. 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 or task forces. The president, with the approval of the Board, may appoint the chair and Regular members. Conditional, Associate and Honorary members are not eligible to serve on WSSDA advisory committees or task forces.
- B. All advisory committees or task forces 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.

ARTICLE X. VACANCIES

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.

ARTICLE XI. MEETINGS of WSSDA

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.
- 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.

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

ARTICLE XII. FINANCE

- 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.

ARTICLE XIII. ASSOCIATION OFFICE

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.

ARTICLE XIV. AMENDMENTS

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.

ARTICLE XV. PARLIAMENTARY AUTHORITY

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.

ARTICLE XVI. INDEMNIFICATION CLAUSE

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

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; and
- In 2015 they reviewed Section 3.

Prior to the 2016 Delegate Assembly, the WSSDA Resolutions Committee reviewed Section 5, *Instructional Program*, which constitutes 20 percent of WSSDA's positions.

FINANCIAL SUMMARY

DUES RECOMMENDATION

The Washington State School Directors' Association (WSSDA) Board of Directors 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 2017. The 2017 proposed budget provides for policy and school law expertise, government relations services, several committees and task forces, training and conference programs, numerous publications, and communication of educational issues. WSSDA staff is committed to providing exceptional service to our members.

Annual dues represent 52% of the total amount of budgeted revenue generated for WSSDA while 48% of revenue is generated from services, subscriptions, conference attendance, and other sources.

SUMMARY OF GENERAL FUND BUDGETS BY PROGRAM FOR THE YEARS 2017 (PROPOSED) AND 2016 (ADOPTED)

	Initial Proposed <u>Budget 2017</u>	Adopted <u>Budget 2016</u>
Revenues		
Association Services	\$1,751,874	\$1,742,374
Policy and Legal Services	773,000	671,000
Governmental Relations	79,600	78,000
Leadership Development	89,000	68,000
Annual Conference	582,500	558,000
Communications & Marketing	31,500	37,000
Other Income	<u>28,900</u>	<u>23,900</u>
Total Revenues	<u>3,336,374</u>	<u>3,178,274</u>
Expenditures		
Association Services	1,065,383	1,151,348
Policy and Legal Services	717,076	688,995
Governmental Relations	355,325	374,645
Leadership Development	399,224	355,944
Annual Conference	562,666	494,725
Communications & Marketing	<u>236,079</u>	<u>236,669</u>
Total Expenditures	<u>3,335,753</u>	<u>3,302,326</u>
<u>Budgetary Surplus (Deficit)</u>	<u>\$ 621</u>	<u>\$ (124,052)</u>

STATEMENT OF NET POSITION – GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2015 (UNAUDITED)

Assets

Cash and Cash Equivalents	\$ 100,930
Investments	2,815,635
Accounts Receivable	186,248
Prepaid Items	<u>38,784</u>
Total Current Assets	<u>3,141,597</u>

Capital Assets, Non-Depreciable	368,700
Capital Assets, Net of Accumulated Depreciation	<u>821,864</u>
Total Capital Assets	<u>1,190,564</u>

Total Assets **4,332,161**

Deferred Outflows of Resources

Deferred Outflows on Pensions	<u>83,400</u>
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Total Assets and Deferred Outflows of Resources **\$4,415,561**

Liabilities

Accounts Payable	\$ 137,292
Sales Tax Payable	4,015
Benefits Payable	3,020
Unearned Revenues	<u>7,778</u>
Total Current Liabilities	<u>152,105</u>

Compensated Absences	121,059
Mortgage Due Within One Year	85,000
Mortgage Due After One Year	95,000
Net Pension Liability	<u>788,184</u>
Total Long-Term Liabilities	<u>1,089,243</u>

Total Liabilities **1,241,348**

Deferred Inflows of Resources

Deferred Inflows on Pensions	<u>145,609</u>
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Net Position

Net Investment in Capital Assets	1,010,564
Unrestricted	<u>2,018,040</u>

Total Net Position **3,028,604**

Total Liabilities, Deferred Inflows of Resources, and Net Position **\$4,415,561**

**STATEMENT OF ACTIVITIES – GOVERNMENTAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2015 (UNAUDITED)**

Expenses (by Program)

Association Services	\$ 922,299
Less Pension Obligation Expense Adjustment	(28,204)
Less Capital Outlays	(22,163)
Less Principal Payment on Mortgage	(80,000)
Plus Depreciation Expense	38,305
Plus Increase in Compensated Absences Liability	<u>11,520</u>
Total Association Services	841,757
Policy and Legal Services	559,649
Government Relations	360,365
Leadership Development Services	339,058
Annual Conference	525,895
Communications and Marketing	<u>199,670</u>
Total Expenses	<u>2,826,394</u>

Program Revenues

Charges for Services:	
Association Services	1,744,589
Policy and Legal Services	770,999
Government Relations	76,541
Leadership Development Services	74,084
Annual Conference	607,920
Communications and Marketing	<u>35,621</u>
Total Program Revenues	<u>3,309,754</u>

General Revenues

Interest Income	15,920
Other Income	<u>9,900</u>
Total General Revenues	<u>25,820</u>
Total Revenues	<u>3,335,574</u>

**Excess (Deficiency) of Revenues over Expenses -
Increase (Decrease) in Net Position** **509,180**

Net Position – Beginning (as restated for Net Pension Liability per GASB Stmt. No. 68) 2,519,424
Net Position - Ending **\$3,028,604**



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
wssda.org