

100 BOARD OF DIRECTORS

101 General Provisions

101.1 Number of Members

The ESD Board of Directors shall consist of seven (7) members elected by the school directors of the ESD -- one from each Board-member district. RCW 28A.310.030

100 BOARD OF DIRECTORS, continued

101 General Provisions, continued

101.2 Terms of Office

"The term of office for each board member shall be four years and until a successor is duly elected and qualified." RCW 28A.310.040

100 BOARD OF DIRECTORS, continued

101 General Provisions, continued

101.3 Vacancies

101.3a In the event of a vacancy in the Board from any cause, such vacancy shall be filled by appointment of a person from the same Board-member district by the ESD Board. In the event that there are more than three vacancies in the Board, the State Board of Education shall fill by appointment sufficient vacancies so that there shall be a quorum of the Board serving. Each appointed Board member shall serve until his/her successor has been elected at the next election called by the secretary to the State Board of Education and has qualified. RCW 28A.310.060

101.3b Upon notification of a vacancy, the Board shall, at its next regular meeting, consider selection of a replacement for that position.

100 BOARD OF DIRECTORS, continued

- 101 General Provisions, continued
- 101.4 Qualifications
- 101.4a "Every candidate for membership on an educational service district board shall be a registered voter and a resident of the board-member district for which such candidate files." RCW 28A.310.150
- 101.4b "No person shall serve as an employee of a school district or as a member of a board of directors of a common school district or as a member of the state board of education and as a member of an educational service district board at the same time."
RCW 28A.310.070

101.4a amended 1-20-77; 3-26-91

101.4b amended 1-20-77; 1-23-79; 1-21-82; 3-26-91

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101 General Provisions, continued

101.5 Vacation of Board Member Positions

"Absence of any educational service district board member from four consecutive regular meetings of the board, unless excused on account of sickness or otherwise authorized by resolution of the board, shall be sufficient cause for the members of the educational service district board to declare by resolution that such board member position is vacated." RCW 28A.310.130

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101 General Provisions, continued

101.6 Reimbursement of Members' Expenses

All travel by Board members to locations considered to be out-of-state shall receive prior approval of the Board. For this purpose, the areas in the State of Oregon bordering the Columbia River and the I-5 Corridor to Eugene will be treated as inside the ESD service area. Where circumstances prevent the prior approval of the Board, the Board president shall approve the out-of-state travel. Out-of-state travel approved by the Board president shall be reported to the Board.

The expenses of Board members who attend conferences or meetings as representatives of the district may be paid. Advance payments may be made for registrations and airline tickets. Lodging is to be reserved by purchase order whenever possible. Approval of the Superintendent or authorized designee must be obtained prior to authorizing direct billing to the agency and direct payment by the agency.

After returning from a meeting or conference, the Board member shall submit a detailed travel voucher and be reimbursed for actual business expenses as:

- 1) transportation on commercial or public carriers not to exceed coach/tourist class fare and mileage at the district-approved rate when using one's own vehicle;
- 2) fees and registration costs for conferences and meetings;
- 3) commercial lodging fees at a single-room rate;
- 4) meal expenses at single-person rate, plus gratuities not to exceed 15%; and
- 5) such incidental expenses as taxi fares, automobile rentals, ferry/bridge tolls, parking fees, reasonable duplication costs incurred for the benefit of the district, and telephone costs incurred due to unforeseen changes in itinerary.

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101.6 Reimbursement of Members' Expenses, continued

Expenses reported on travel expense vouchers must be supported by a valid receipt. Receipts for allowable expenditures for amounts in excess of \$25.00, plus any applicable tax, shall be required for sundry expenses and attached to the claim, except for:

- 1) nonreceiptable day parking fees;
- 2) nonreceiptable transit fares, ferry fares, bridge and road tolls, and taxi and limousine fares;
- 3) telephone calls where it is necessary to use a coin box telephone to conduct official ESD business.

Expenses for personal benefit or entertainment shall not be reimbursed.

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101 General Provisions, continued

101.7 Conflict of Interest

No member of the Board of Directors shall request or receive, directly or indirectly, anything of value for or on account of his/her influence with respect to any act or proceeding of the State Board of Education, Office of Superintendent of Public Instruction, any ESD or any school district, when such act or proceeding shall inure to the benefit of those offering or giving the thing of value. RCW 28A.635.050

No member of the Board of Directors shall participate in a transaction involving the ESD in the consequences of which he/she has a substantial economic interest of which he/she may reasonably be expected to know.