

**BRIEFING/MONITORING REPORT TO THE BOARD**

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| **DATE:** | **December 14, 2022** |
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| **TO:** | **BOARD OF DIRECTORS, PUGET SOUND EDUCATIONAL SERVICE DISTRICT** |
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| **FROM:** | **JOHN WELCH, SUPERINTENDENT/CEO**  **PUGET SOUND EDUCATIONAL SERVICE DISTRICT** |
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| **TOPIC:** | **GOVERNANCE PROCESS (GP) 05: BOARD LEADERSHIP ROLES & SUCCESSION** |

**REPORT PURPOSE:**

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| 🞏 | **Policy Development/Review/Enhancement/Approval** | **🞏** | Board Monitoring CEO Report |
|  | 🞏 **Ends Policy and Sub-Ends Policy** |  | 🞏 Ends |
|  | 🞏Executive Limitations Policy |  | **🞏** Executive Limitations |
|  | 🞏 Board-Management Delegation Policy | **⌧** | Board Monitoring Board Report |
|  | 🞏 Governance Process Policy |  | **🞎** Board-Management Delegation Policies |
| 🞏 | Board Implementation of Policy |  | ⌧ Governance Process Policies |
|  | 🞏 Board-Management Delegation Policies | 🞏 | Incidental Report |
|  | 🞏 Governance Process Policies |  | 🞏 Superintendent |
| 🞏 | Ownership Linkage Report |  | 🞏 Board Chair |
| **BACKGROUND:** | |  | 🞏 Other: Briefing Report |

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| **POLICY TITLE:** GP 05: Board Leadership Roles & Succession | **POLICY NO:** 05 |
| **POLICY SECTION:** Policy Governance – Governance Process | |
| **DATES REVIEW:**  Adopted – February 2001  Amended December 2006, June 2019, December 2021  Last Monitored and Approved – December 2021 | |
| **BOARD POLICY REVIEW FREQUENCY:**  Every Year in December | |
| **BOARD MONITORING CEO FREQUENCY:** One Time a Year | |
| **BOARD CHAIR SIGNATURE:** | |

Current Policy Language

BOOK POLICY GOVERNANCE POLICIES (GP) 05: BOARD LEADERSHIP ROLES & SUCCESSION

The Chair, a specially empowered member of the board, assures the integrity of the board’s process and secondarily, occasionally represents the board to outside parties.

Accordingly,

1. The assigned results of the Chair’s job are that the board acts consistently with its own rules and those legitimately imposed upon it from outside the organization.
   1. Meeting discussion content will be on those issues which, according to board policy, clearly belong to the board to decide or to monitor.
   2. Information that is for neither monitoring performance nor board decisions will be avoided or minimized and always noted as such.
   3. Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
2. The authority of the Chair consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Delegation linkage, except for (a) employment or termination of Superintendent and (b) where the board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
   1. The Chair is empowered to chair board meetings with all the commonly accepted power of that position, such as ruling and recognizing.
   2. The Chair has no authority to make decisions about policies created by the board with respect to ENDs and Executive Limitations policy areas. Therefore, the Chair as an individual has no authority to supervise or direct the Superintendent.
   3. The Chair may represent the board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.
   4. The Chair may delegate this authority but remains accountable for its use.
   5. The Chair meets monthly with the Vice-Chair and Superintendent to plan agendas.
   6. The Chair works with superintendent to plan the annual board retreat.
   7. The Chair oversees the completion of the superintendent evaluation, the specific tasks of which are delegated to the Vice Chair
   8. The Chair represents the Board at staff/agency and other events as needed.
   9. The Chair may perform ceremonial duties that might arise throughout the year.
   10. Annually the Chair will identify the various board committees and solicit interest from Board members in serving on these committees to the extent practicable and will assign committees based on interest. These committee assignments will be announced by the newly appointed Chair in January of the calendar year.

The following Committee Assignments are as such:

* + 1. Association of Educational Service Districts (AESD); One Representative. Each ESD Board contributes one member to the Executive Board for AESD; their responsibility is to give guidance to the regional alliance for the statewide nine-ESD-member network. This requires 6-8 meetings throughout the year.

* + 1. Legislative Committee; Two representatives, One for King County and One form Pierce County. These positions review and comment on the legislative priorities for the ESDs and PSESD. Board representatives travel with the Superintendent and key PSESD staff to the annual AESA Federal Advocacy Conference in Washington D.C. and participate in meetings/visits with our state’s Congressional delegation advocating for our legislative priorities. Board representatives can attend the state’s legislative conference in January of each calendar year. Updates on legislative matters are provided to the Board in monthly meetings.
    2. Early Learning Advisory and Early Learning Policy Council; Two Representatives. These positions participate in review of activities conducted by the parent policy council and staff involved in the Head Start and ECEAP program, fulfilling required oversight pursuant to governance requirements. Representatives will bring the work of the council and associated recommendations to the full PSESD Board by which the PSESD Board will take actions related to program requirements. Meetings are held monthly.
    3. Association of Educational Service Districts (AESD) Accreditation; Two Representatives. These positions convene once a year in the spring to review accreditation applications previously reviewed by ESD staff for public and private Washington State High Schools that voluntarily engage in this process. These positions usually review applicants from districts within their respective ESD region, but occasionally committee members are asked to review applicants outside their respective ESD region. This is a 2-day commitment. Representative are expected to review materials prior to the 2-day accreditation panel meetings.
    4. Learning Communities Foundation, (LCF Board); One Representative. This position provides critical liaison between the PSESD Board and the LCF Board, ensuring alliance in efforts and accountability to raise funds to help support the programs and priorities of the PSESD where external fundraising is needed. The PSESD Board representative is a non-voting member of the LCF Board.
    5. Student Representatives to the Board; Two Representatives. These positions help frame and provide oversight for this new and important board initiative., Board representatives engage to develop and define the portfolio for the student representatives. The Board representatives would help recruit, orient, train and promote student engagement and sharing their voice to help the Board work toward achieving our Ends. Over time the Board representative position(s) might reduce to one Board member to provide oversight once the role and duties are well established.

1. The role and responsibilities of the Vice Chair include the following:
   1. The Vice Chair fills in for the Chair throughout the year when needed in leading board meetings or any other responsibility that would otherwise fall to the Chair should the Chair be unable to fulfill any of the responsibilities for any reason.
   2. The Vice Chair participates with the Chair and Superintendent in setting meeting agendas.
   3. The Vice Chair supports the development and maintenance of the annual board calendar and work plan.
   4. The Vice Chair assumes the role of Chair should the person filling the Chair role leave their position for any reason.
   5. The Vice Chair sets in motion the process for undertaking the annual superintendent evaluation including compiling comments from the whole board, finalizing, and sharing a final draft with fellow board members, and with the Chair, co-presenting the outcomes of Board deliberations to the superintendent. The annual evaluation process will include the creation of a sub-committee led by the Vice Chair to assist in all aspects of annual evaluation process.
   6. The Vice Chair monitors the various documents provided by the Superintendent throughout the year that comprise the Superintendent evaluation.
2. The role and responsibilities of the Emeritus Board Member include the following:
   1. The Emeritus Board Member supports the Chair and/or Vice Chair in any way that might be requested.
   2. The Emeritus Board Member fills in as the Vice Chair if the Vice Chair becomes unavailable and/or is not re-elected.
   3. The Emeritus Board Member acts as a mentor for new board members as needed.
3. Board Leadership Succession:
   1. Board leadership roles (Chair, Vice Chair and Emeritus) will rotate on a yearly basis to maximize Board participation. Rotation will happen annually with the newly identified Board Chair, Vice Chair and Emeritus starting their official role in January of each calendar year. Rotation will follow according to director district number.
   2. The Emeritus Board Member position is comprised of any individual that has served as Board Chair or Board Vice Chair. As a matter of practice, the Board Chair will automatically become the Emeritus Board Member upon completion of their Board Chair service.

Superintendent Interpretation & Action

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| RECOMMENED MOTION  That the Governance Process Policy 05: Board Leadership Roles & Succession be approved as in compliance. |