



Board of Directors Series 1000 Policies

Authorizations

Creator: WSIPC Board of Directors
 User: WSIPC

Date: 1985
 Date: 1985

Revision History

Rev.	Date	Initials	Description
1.0	04/17/07	jm	Complete re-write of Series 1000 policies. The attached policies replace all previous 1000 series policies. Adopted by the WSIPC Board 04/17/07.
2.0	01/18/17	jm	First read of revisions
			<ul style="list-style-type: none"> Revised Policy 1000 align ex-officio representatives language with the ILA
			<ul style="list-style-type: none"> Revised Policy 1115 to elect coming year officers at the last meeting of the year, remove roll call vote requirement
			<ul style="list-style-type: none"> Deleted Policy 1130, Executive Committee
			<ul style="list-style-type: none"> Policy 1135 changed reference to district data centers to information service centers
			<ul style="list-style-type: none"> Deleted Policy 1300 requiring an oral roll call vote for the election of board officers or the selection of an Executive Director. Oral roll call has not been the practice unless it is not clear the outcome of votes on a motion.
2.0	02/15/17	jm	Second reading and adoption.

WSIPC Board Internal Policies and Bylaws

1000 Series

This series includes rules adopted by the Board of Directors chiefly for the government of its members and the regulations of its affairs so as to conform to the Statutes (e.g., meeting arrangements, duties of officers, quorum, terms of office) and concerns only the Board itself.

Series 1000 - Board of Directors

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BOARD OF DIRECTORS

Organization

Legal Status

The Board of Directors of the Washington School Information Processing Cooperative, here after referred to as WSIPC, is established by Interlocal Agreement to plan and direct all aspects of WSIPC operations.

Policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

Number of Members and Terms of Office

The Board of Directors shall be composed of one (1) member from each Educational Service District (ESD) that is a member of WSIPC. Ex-officio non-voting representatives may include the Superintendent of Public Instruction or his/her designee and school district representatives appointed by the Board of Directors.

Effective: Apr 30, 1985
Revised: Apr 17, 2007
Revised: Feb 15, 2017

Reference:

RCW 39.34 Interlocal Cooperative Act
Interlocal Cooperative Agreement as amended March 20, 1998

BOARD OF DIRECTORS

Director Orientation

The Board will help newly appointed Board members to understand the policies and procedures of the Board. To facilitate this process, new directors will be provided with copies of:

1. the current *Interlocal Cooperative Agreement*;
2. established mission and goal statements;
3. WSIPC Board policies and Administrative procedures;
4. the Executive Director's contract;
5. financial status reports (most recent copies);
6. Board meeting minutes for the past year;
7. key staff member position descriptions; and,
8. other items of interest.

The Executive Director will assist each new Board member in the review of these materials and will review the role and function of the various administrators employed by WSIPC. The Executive Director will also clarify Board policy related to (1) requesting information, (2) responding to a complaint concerning staff or program, and (3) handling confidential information.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

BOARD OF DIRECTORS

Resignation

Upon receipt of a Board member's written resignation for any reason, the Board shall accept the resignation by formal action and declare the Board position vacant. The Chair will notify the appropriate ESD Superintendent to request the appointment of a new Board member within thirty (30) days, pursuant to that ESD's procedures.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

Reference:

RCW 42.12.010 Causes of vacancy
Interlocal Cooperative Agreement as amended March 20, 1998

BOARD OF DIRECTORS

Organization

Officers of the Board: Chair

The Chair shall preside at all meetings of the Board and sign all papers and documents as required by law or as authorized by action of the Board. The Chair shall conduct the meetings in the manner prescribed by the Board's policies, provided that the Chair shall have the full right to participate in all aspects of Board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It shall be the responsibility of the Board Chair to manage the Board's deliberation so that it shall be clear, concise, and directed to the issue at hand; summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so the agenda is treated in an expeditious manner.

The Chair shall be the official recipient of correspondence directed to the Board and shall provide, or cause to be provided to other Board members and the Executive Directors copies of the correspondence received on behalf of the Board.

When time and circumstance demand an immediate decision from the Board, and the Board has no opportunity to confer, the Chair is authorized to make decisions on behalf of the Board provided, however, the decision shall be communicated as soon as practical thereafter to all members of the Board for review and ratification. The Chair shall confer with the Executive Director regarding sensitive issues which warrant immediate attention.

The Chair may, with the approval of the Board, appoint such special committees from time to time as may be required. These committees shall cease to exist upon the acceptance of their reports or upon their formal discharge. The Chair may appoint Board members to serve on such committees, provided such appointments shall not constitute a quorum.

In dealing with the media and the public in general, the Chair, or designee, will serve as the Board spokesperson. The Chair is authorized to report and discuss those actions which have been taken and those decisions made by the Board as a body. The Chair should avoid speculating upon actions or decisions which the Board may take, but has not yet taken.

Officers of the Board: Vice-Chair

The Vice-Chair shall preside at Board meetings in the absence of the Chair and shall perform all of the duties of the Chair in his/her absence.

BOARD OF DIRECTORS

Organization

Secretary

If the Board elects to have an ESD serve as Fiscal Agent, that ESD's superintendent shall serve as Recording Secretary, pursuant to the WSIPC authorizing *Interlocal Agreement*, and the Executive Director shall serve as the Operational Secretary to the Board. If the Board elects not to make use of a Fiscal Agent, the Executive Director shall provide all functions of Secretary to the Board.

Duties of Individual Board Members

The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. Neither the Board nor staff shall be bound by any action or statement made by an individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each Board member is expected to attend Board meetings regularly. Whenever possible, each member shall provide advance notice to the Chair or Executive Director of his/her inability to attend a Board meeting. A majority of the Board may excuse a Board member's absence from a meeting, if requested to do so. After three (3) consecutive unexcused absences from regular Board meetings by any Board member, the Board may request the appropriate ESD Board of Directors consider appointing a new Board member, pursuant to that ESD's procedures.

Effective: Apr 30, 1985
Revised: Apr 17, 2007

BOARD OF DIRECTORS

Annual Organizational Meeting

There shall be an annual reorganization of the Board of Directors at the last regular Board meeting of the fiscal year to elect from among its members a Chair and a Vice-Chair to serve a one (1) year term.

1. If a Board member is unable to continue to serve as an officer, a replacement shall be elected as soon as practical.
2. Officers shall not be elected following the appointment of a Board member to fill a vacancy on the Board unless a majority of the Board is being appointed.
3. A majority vote of the Board shall be necessary for an election.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Call for nominations for Chair to serve during the upcoming year.
2. Election of a Chair
3. Call for nomination for Vice-Chair to serve during the ensuing year.
4. Election of a Vice-Chair

Effective: Apr 30, 1985
Revised: Apr 17, 2007
Revised: Feb 15, 2017

BOARD OF DIRECTORS

Quorum

A majority of the total number of voting members who can be appointed to the Board shall constitute a quorum for the purpose of conducting the business of the Board. To be valid all actions of the Board must be by vote of a majority of the quorum, or if more directors are present, by a majority of those Board members in attendance.

Effective: Apr 30, 1985
Revised: Apr 17, 2007

Reference:

Interlocal Cooperative Agreement as amended March 20, 1998

BOARD OF DIRECTORS

Advisory Committees

The Board of Directors may establish ad hoc advisory committees to advise it on such matters as it determines appropriate from time to time. When established, these committees will have a specific purpose, goals, and time of duration. Such committees may include representatives of local school districts, district information service centers, regional information service centers and/or others receiving services from WSIPC.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007
Revised: Feb 15, 2017

Reference:

Interlocal Cooperative Agreement as amended March 20, 1998

BOARD OF DIRECTORS

Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of WSIPC, the final vote for new policy adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy should be directed to the Executive Director prior to the second reading. Existing policies may be amended by Board action at the same meeting they are presented at a regularly scheduled Board meeting.

When the Board is considering a policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the designated mission and goals of WSIPC, or will promote the effective, efficient or safe management and operation of WSIPC, the proposed policy shall be described in any notice of the meetings at which the policy will be considered. Notice is to be issued pursuant to the *Open Public Meetings Act* (Ch. 42.30 RCW). The Board will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of WSIPC. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

The Executive Director, as the policy draft writer for the Board, may seek the counsel of the WSIPC attorney when in his/her opinion, or the Board's, there may be a question of legality or proper legal procedure in the development of a proposed policy.

Policies as adopted, or amended, shall be made a part of the minutes of the meeting at which action was taken and shall also be included in WSIPC's policy manual.

Policy Manuals

The Executive Director shall develop and maintain a current policy manual which contains the policies of the WSIPC.

The manual is intended both as a tool for WSIPC management as well as a source of information to customers, staff, and others about how WSIPC operates. To that end each administrator shall have ready access to the manual, either paper or electronic. In addition, a manual shall be available to each Board member and at other places (such as the WSIPC web site) as the Executive Director determines appropriate.

All distributed policy manuals shall remain the property of WSIPC and may be subject to recall at any time.

BOARD OF DIRECTORS

Administrative Procedures

The Executive Director shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Executive Director shall submit it as an informational item to the Board. Such procedures do not require Board approval, though it may direct the Executive Director to revise them when it appears they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance; though on controversial topics, the Executive Director may request prior Board consultation.

Effective: Apr 30, 1985
Revised: Apr 17, 2007

Reference:

RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings -- Notice -- Secret voting prohibited.

BOARD OF DIRECTORS

Suspension of Policy

A policy of the Board shall be subject to suspension by a majority vote of the members present, provided all Board members had received notice of the meeting and provided notice included a proposal to suspend a policy and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all Board members present.

Effective: Apr 30, 1985
Revised: Apr 17, 2007

BOARD OF DIRECTORS

Administration in the Absence of Policy or Procedure

The Executive Director shall be authorized to use his/her best judgment in the absence of a specific policy or procedure, provided that such action shall not be in conflict with the general aims and objectives of WSIPC or with any local, state or national ordinances, statutes, regulations or directives. In the event there is doubt as to the appropriate course of action or if it is apparent that the consequences could be serious, the Executive Director should contact the Board Chair who may provide appropriate assistance.

Whenever action in the absence of specific policy has been taken which creates a potential for controversy or a potential for the incurring of WSIPC financial obligation, legal conflict, or where the situation is likely to recur frequently, then such action shall be brought to the attention of the Board at its next regular meeting.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

BOARD OF DIRECTORS

Meetings

Board meetings will be scheduled in compliance with the law and as deemed by the Board to be in the best interests of the WSIPC and its membership. The Board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

The regular meeting of the Board shall occur at least six (6) times annually in the place designated by the Board as the regular meeting place unless otherwise agreed to by the majority of the Board members after proper notice of the change of meeting place has been given.

A regular meeting does not require public notice if held at the time and place provided by policy. If regular meetings are to be held at other places or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings.

Special Meetings

Special meetings may be held with proper notice of the time and location. Special meetings may be called by the Chair or on a petition of a majority of Board members.

A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Board member not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

Emergency Meetings

The Chair may call an emergency meeting of the Board without complying with legal notice requirements when, by reason of fire, flood, earthquake, or other emergency there is need for expedited action by the Board to meet such emergency.

In emergencies for causes other than enumerated above, a special meeting may be called without notice to deal with actual or potential injury or damage to persons or property if the time requirements make notice impractical and increase the likelihood of such injury or damage.

BOARD OF DIRECTORS

Meetings

Emergency Meetings (continued)

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Public Notice

Public notice shall be properly given for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the scheduled location.

All meetings shall be open to the public with the exception of executive and closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

The Board may recess a regular or special meeting to a specific future time. Notice of such a recess and continuation must be posted at or near the door of the meeting room. Notification to the press is not required.

Individuals with disabilities who may need a modification to participate in a meeting should contact the Executive Director's office no later than three (3) days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the Executive Director shall be the office of the Board. Public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

Meeting Conduct and Order of Business

All Board meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by Board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Executive Director or a Board member and must be approved by majority vote of the Board members present.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by the Chair or other member of the Board. No action shall be taken by secret ballot at any meeting required to be open to the public.

BOARD OF DIRECTORS

Executive or Closed Sessions

Before convening in executive session, the Chair shall publicly announce the general purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Chair.

An executive session may be held during a regular or special meeting for one (1) or more of the following purposes:

1. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
2. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; however, the final action of selling or leasing public property shall be taken in a meeting open to the public.
3. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.
4. To receive and evaluate complaints or charges brought against a Board member or staff member; however, upon the request of such Board member or staff member, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.
5. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within WSIPC shall occur in a meeting open to the public, and when the Board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
6. To discuss with legal counsel representing the WSIPC matters relating to WSIPC enforcement actions, or litigation or potential litigation to which WSIPC, the Board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to WSIPC. Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the WSIPC reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of WSIPC, if public discussion is likely to result in an adverse or financial consequence to WSIPC.

BOARD OF DIRECTORS

Executive or Closed Sessions (continued)

The Open Public Meetings Act does not apply to certain Board activities and public notice is not required prior to holding a closed session for any of the following purposes:

1. consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or,
2. collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or when the Board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Effective: Apr 30, 1985
Revised: Apr 17, 2007

Reference:

RCW 42.30.110 Executive sessions
RCW 42.30.140 Chapter controlling-- Application

BOARD OF DIRECTORS

Agenda

The Executive Director and Recording Secretary shall be responsible for preparing the agenda for each meeting, in consultation with the Chair. Board members may contribute to the published agenda by contacting the Chair or Executive Director at least seven (7) days prior to the meeting.

Individuals or groups who wish to call a special problem to the attention of Board members or make a complaint shall submit such problem or complaint in writing and send a copy to the Chair or Executive Director seven (7) days prior to a meeting.

Copies of the agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each Board member at least five (5) days in advance of the meeting and will be available to any interested citizen through the Executive Director's office twenty-four (24) hours prior to the meeting.

Agenda items may be re-arranged by the Board to accommodate staff, invited guests and/or Board members. Any re-arrangement will normally be done during the "set agenda" portion of the meeting at the request of a Board member or the Executive Director.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the Approval of Minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed from the consent agenda by request of any member of the Board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

BOARD OF DIRECTORS

Minutes

The Recording Secretary, in consultation with the Executive Director, shall be responsible for developing draft minutes of the Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of WSIPC. When issues are discussed that may require detailed record the Board may direct the Recording Secretary and Executive Director to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of six (6) years. Any other verbatim records of a meeting shall be destroyed after the minutes have been approved.

Minutes shall be comprehensive and shall show:

1. The date, time and place of the meeting.
2. The presiding officer.
3. Members in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action to recess for executive session with a general statement of the purpose.
6. Time of adjournment.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board and shall also be available to other interested individuals. Minutes need not be read publicly, provided Board members have had an opportunity to review them before adoption.

A file of permanent minutes of all Board meetings will be maintained by the Executive Director to be made available for inspection upon the request of any individual.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

Reference:

RCW 42.32.030 Public meetings--Minutes

BOARD OF DIRECTORS

Conflicts of Interest

Individual Board members and the Executive Director shall have no pecuniary interest, directly or indirectly, in any contract, which may be made by, through, or under the supervision of such member of the Board, officer, or employee unless such interest is specifically permitted by statute. In addition, a Board member may not vote on the authorization, approval or ratification of a contract in which his/her ESD/district has a beneficial interest.

“Interest” will mean pecuniary or material benefit accruing to a Board member, officer, or employee resulting from a contractual relationship with WSIPC.

In those cases where a majority of the Board has a lawfully permitted pecuniary interest in a matter before the Board, all of the Board members may participate in the Board action on that matter. In such instances, the Board minutes shall report the nature of each Board member's interest in the matter and that a majority of the Board has lawfully permitted pecuniary interests in the matter.

Board members with a lawfully permitted pecuniary interest in a matter, who participate in Board action on the matter because a majority of the Board have a similar interest, shall put aside their personal interests and act in the best interest of WSIPC.

The Executive Director shall maintain a log of any contract subject to this policy and annually, or when a new Board member assumes office, inform the Board of the existence of all such contracts.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

Reference: RCW 42.23.030 Interest in contracts prohibited - Excepted cases
RCW 42.23.040 Remote interests

BOARD OF DIRECTORS

Board-Executive Director Relations

Successful operation of WSIPC requires a close, effective working relationship between the Board and the Executive Director. The relationship must be one of trust, good will, and candor. As the legally designated governing body, the Board retains final authority within the WSIPC. The Executive Director is the Board's professional advisor to whom the Board delegates executive responsibility and such powers as may be required to manage WSIPC in a manner consistent with Board policy and law.

The Executive Director, as executive officer of the Board, shall be responsible for the administration of WSIPC under applicable laws, agreements, and policies. The Board shall delineate the duties of the Executive Director and shall use them as the basis for evaluating the Executive Director's performance. Unless specifically limited, the Executive Director may delegate to other staff the exercise of any powers and the discharge of any duties imposed by policy or a vote of the Board. The delegation of power or duty shall not relieve the Executive Director of responsibility for the actions taken under such a delegation.

In order to perform their responsibilities, Board members should be familiar with the operations within WSIPC. The Executive Director is encouraged to establish procedures to enhance the Board member's understanding of WSIPC operations.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

BOARD OF DIRECTORS

Board Member Expenses

The actual expenses of Board members while traveling to and from and attending Board meetings may be paid. The expenses of Board members who attend conferences or meetings as representatives of WSIPC may be paid.

A Board member may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in WSIPC business or other approved travel. Such costs shall be within the Office of Fiscal Management (OFM) guidelines.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

Reference:

RCW 43.03.170 Advance warrants-- Issuance-- Limitations

BOARD OF DIRECTORS

Board Member Insurance

WSIPC shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the WSIPC and within his/her authority as a Board member.

An individual Board member may participate at his/her own cost in any of the personal liability, life, health, health care, accident, disability, salary protection or other form of insurance made available to WSIPC staff, if plan sponsors permit such participation.

First Reading: Mar 20, 2007
Effective: Apr 17, 2007

Reference:

RCW 4.24.470	Liability of officials and members of governing body of public agency
RCW 4.96.010	Tortious conduct of political subdivision--Liability for damage
RCW 28A.320.100	Actions against officers, employees or agents of school districts and educational service districts--Defense, costs, fees--Payment of obligation
RCW 28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless