

Woodland School District No. 404  
Cowlitz County, Washington

**Resolution #25-03**  
**WSSDA Model Policy and Procedure Development**

**WHEREAS**, the Washington State School Directors' Association (WSSDA) provides model policies that member districts rely upon for legal compliance and governance guidance; and

**WHEREAS**, increasing legislation requires WSSDA to create model policies and procedures that significantly impact local district operations, student rights, and governance responsibilities; and

**WHEREAS**, a transparent, collaborative policy development process maintains the trust, credibility, and effectiveness of WSSDA; and

**WHEREAS**, WSSDA's Operating Policies currently do not include a clearly defined process for drafting and revising model policies and procedures in response to legislation;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of Lynden School District, through the WSSDA General Assembly, hereby add Article XVII – Model Policy and Procedure Development to WSSDA's By-laws as follows:

Section 1. Purpose

To establish procedure for aligning model policies and procedures with legislation while incorporating stakeholder input.

Section 2. Initiation and Notification

Upon the enactment of legislation necessitating model policy or procedure development or revision, WSSDA shall:

- a. Publicly announce the initiation of the process via official communication channels;
- b. Provide a summary of the legislation, its implications, and an anticipated timeline.

Section 3. Stakeholder Engagement

WSSDA shall seek diverse input from:

- a. School boards and membership.

Engagement tools may include, but not be limited to, public forums, surveys, and the General Assembly.

Section 4. Drafting and Public Comment

WSSDA shall:

- a. Publish the model policy and/or procedure on its website;
- b. Allow for a public comment period of no fewer than 30 days.

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Section 5. Review and Revision

Following the public comment period, WSSDA shall:

- a. Review and consider all submitted feedback;
- b. Revise the draft policy and/or procedure to align with legislation and stakeholder input.

Section 6. Finalization and Adoption

WSSDA shall:

- a. Disseminate the approved model policy to member districts;
- b. Maintain public access to all approved model policies.

Section 7. Alignment with Bylaws

This article shall be subject to procedures established in Article XIV of the Bylaws concerning resolutions and actions taken by the General Assembly.

Dated this \_\_\_\_ day of \_\_\_\_, 2025.

**BOARD OF DIRECTORS**

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Tom Guthrie, Board President

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Sarah Stuart, Vice-President

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Paul McLendon

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Trish Huddleston

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Stephen Blum