

Board Meetings

I. Meeting Schedule, Notices, and Location

- A. **Schedule.** Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings and (2) special meetings, public notice of which shall be given as provided by law.
- B. **Individuals with Disabilities.** All public notices of board meetings should inform persons with disabilities that they may contact the superintendent's office so that arrangements can be made for them to participate in board meetings. The following is suggested text for this notice:
- “Individuals who require an auxiliary aid or service, please call 509.354.7364. Try to make requests at least 48 hours before the event. We will do our best to accommodate requests needed in less than 48 hours.”
- C. **Virtual Attendance Option.** School Board meetings will have a virtual attendance option to participate to include the ability to make public comment. Links and updated attendance information will be located on the district website prior to each scheduled meeting.

II. Attendance and Absence

- A. **Attendance.** Each board member is obligated to attend board meetings regularly.
- B. **Absence.** Whenever possible, each board member shall give advance notice to the president or superintendent of his/her inability to attend a board meeting.

Absence of any board member from four consecutive regular meetings of the board, unless on account of sickness, military duty, or authorized by resolution of the board, shall be sufficient cause for the remaining members of the board to declare by resolution that such board member position is vacated.

If a board member is on active duty or training status with the military as provided in [RCW 73.16.031](#), [73.16.033](#) and [73.16.035](#), the board shall grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the board member's term. The board also has the authority to appoint a temporary successor to the absent board member's position. The temporary successor shall serve until the board member returns or the end of the board member's term.

III. Compliance with Open Public Meetings Act

All meetings shall be conducted in compliance with the [Open Public Meetings Act, Chapter 42.0 RCW](#).

IV. Types of Meetings and Notice

- A. **Regular Meetings.** The board shall hold a minimum of one regular meeting each month in the first-floor boardroom at the Administration Building, North 200 Bernard Street, Spokane, Washington. Meetings will start at 7 p.m. Regular meetings may occur at other times and places as determined by the presiding officer or by majority vote of the board. Prior to the start of each school year, the board will review the calendar and may adopt a revised schedule of meetings for the next year. Mid-year changes to the adopted board meeting schedule may be approved 30 days in advance of the new meeting date.
- B. **Special Meetings.** A special meeting may be called at any time by the presiding officer of the school board or by a majority of the members of the school board by delivering written notice personally or by mail, fax, or by electronic mail to each member of the school board and to each local newspaper of general circulation and to each local radio or television station which has on file with the school board a written request to be notified of such special meeting. Such notice must be delivered personally, or by mail, by fax, or by electronic mail at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the school board. Such written notice may be dispensed with as to any member who at or prior to the time of the meeting convenes files with the clerk or secretary of the governing body a written waiver of notice. Such waiver may be given by fax, or by electronic mail. Such written notice may also be dispensed with as to any member who is present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
1. **Emergency Meetings.** The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
 2. **Work Sessions.** Work sessions are treated as special meetings of the board when a quorum of the board exists. Work sessions are held for the purpose of receiving information from the administration of the district or from committees authorized by the board to study certain issues. Although work sessions are open meetings, testimony from the public will not be heard.

V. Executive Sessions, Closed Sessions and Public Hearings

- A. **Executive Sessions.** Before convening in executive session, the president shall publicly announce the 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 president, but in no event shall the public session be reconvened at a time earlier than the time stated by the president to the public. The board of directors may hold executive sessions during a regular or special meeting for the following purposes:
1. To consider, if in compliance with any required data breach disclosures under [RCW 19.255.010](#) and [42.56.590](#), and with legal counsel available, information regarding

the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments, and security test results to the extent that they identify specific system vulnerabilities, and other information that, if made public, may increase risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;

2. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such considerations would cause a likelihood of increased price.
3. 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, discussion of the factors comprising the minimum value of the property, and the final action regarding selling or leasing public property shall be taken in a meeting open to the public.
4. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.
5. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing, or a meeting open to the public shall be conducted upon such complaint or charge.
6. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to subsection B hereafter, discussion by the board regarding salaries, wages, and other conditions of employment to be generally applied with the district shall occur in a meeting open to the public, and when the district elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
7. To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.
8. To discuss with legal counsel representing the district matters relating to district enforcement actions, or to discuss with legal counsel representing the district litigation or potential litigation to which the district, 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 the district.

This subsection (8) does not permit the district to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (8), "potential litigation" means matters protected by [RPC 1.6](#) or [RCW 5.60.060\(2\)\(a\)](#) concerning:

- (a) Litigation that has been specifically threatened to which the district, the board, or a member acting in an official capacity is or is likely to become, a party;
- (b) Litigation that the district reasonably believes may be commenced by or against the district, the board, or a member acting in an official capacity; or

- (c) Litigation or legal risks of a proposed action or current practice that the district has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the district.

B. **Closed Sessions.** The following matters are excluded from the requirements of the Open Public Meetings Act and from all the requirements of this policy:

1. That portion of a meeting which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or
2. Matters governed by [Chapter 34.05 RCW](#), the Administrative Procedure Act; or
3. (a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the board is planning or adopting the strategy or position to be taken by the board during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

C. **Public Hearings.** Certain actions (e.g., the budget adoption, declaration of surplus property) require a public hearing. Such hearings will be advertised and conducted as part of a regular or special meeting. Public testimony will be accepted during the hearing.

VI. **Meeting Conduct and Order of Business**

A. **Quorum/Voting Procedure.** Most of the board shall constitute a quorum for transaction of business. Three board members shall be considered as constituting a quorum for the transaction of business. A smaller number may vote to adjourn or to send for absent members. Certain business transactions by the board may require a majority of the board members, not simply a majority of the members present and constituting a quorum. The election of the officers of the board of directors, the filling of a board vacancy, the selection of the superintendent, and the adoption of the budget must all be conducted by oral call of the roll of all the members of the board of directors and will all require a majority vote of all the members of the board.

B. **Meeting Conduct.** 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 suspended by the board. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent 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 a member of the board or required by law. No action shall be taken by secret ballot at any meeting required to be open to the public.

C. **Agendas.** The board secretary shall be responsible for preparing the proposed agenda for each meeting, in accordance with the president. Copies of the proposed agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each board member at least three (3) days in advance of the meeting and

will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting.

To expedite business at a school 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 ordinarily appear on the regular agenda following the Hearing of Delegates. Any item that appears on the consent agenda may be removed from the consent agenda by a 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 list of all items appearing on the consent agenda.

- D. Public Comment at Public Board Meetings.** Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance. Any member of the public may comment on any agenda item at the time the topic appears on the board agenda and may comment on items not on the agenda at such time as is provided on the board agenda for doing so. See "[How to Attend & Participate](#)" information.

In either case, they shall first complete an "Intent to Address the Board" card and give it to the president of the board or administrative staff.

Such card shall include the citizen's first name and the topic they wish to address. Persons commenting will appear on a first-come, first-served basis.

Members of the public wishing to speak should step to the podium and give their name before beginning their comments to the board. Each person's comments shall be limited to five minutes or less as deemed appropriate by the president of the board. A person may not receive another individual's allotted time to make additional comments.

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. To permit fair and orderly expression of public comment, the board will provide a period at the beginning of the meeting during which visitors may address the board on any topic within the scope of the board's responsibility. The board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the board.

In addition to the public comment period at the beginning of the meeting, the board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment-both oral and written-is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

The board will refrain from engaging in topics not on the agenda.

E. Termination of Comments by Members of the Public and Comments by Other Board Members.

The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting

The board has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the board, district, and / or staff that are negative yet still civil in nature and will exercise its authority to maintain order in a content neutral manner.

F. Interruptions. If any meeting is interrupted by a group or groups of persons to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the board may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the board members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the board from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

VII. Minutes. The minutes of all regular and special meetings except executive sessions of the board shall be promptly recorded and such records shall be open to public inspection. Minutes become official after approval by the board and shall be retained as a permanent record of the district.

Legal References:

RCW 19.255.010	Disclosure, notice-Definitions-Rights, remedies.
RCW 28A.330.020	Certain board elections, manner and vote required
RCW 28A.320.040	Directors, Bylaws
RCW 28A.330.070	Office of board, Records available for public inspection
RCW 28A.343.370	Directors, Filling vacancies

[RCW 28A.343.380](#) Directors, Meetings
[RCW 28A.343.390](#) Directors, Quorum, Failure to attend meetings
[RCW 28A400.030](#) Superintendent's duties
[RCW 40.14.070](#) Destruction, disposition, donation of local government records – Preservation for historical interest - Local records
[RCW 42.12.010](#) Cause of vacancy
[RCW 42.30](#) Open Public Meetings Act
[RCW 42.30.030](#) Meetings declared open and public
[RCW 42.30.050](#) Interruptions - Procedure
[RCW 42.30.070](#) Time and places for meetings - Emergencies - Exception
[RCW 42.30.80](#) Special Meetings
[RCW 42.32.035](#) Meeting Minutes
[RCW 42.56.590](#) Personal Information-Notice of security breaches.
[RCW 73.16.041](#) Leaves of absence of elective and judicial officers
[Ch.42 U.S.C. 12101-12213](#) Americans with Disabilities Act

Adopted: 11/18/1985
Amended: 06/12/2013
08/13/2014
11/01/2017
11/17/2021
Superintendent: Dr. Adam Swinyard