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 with disabilities who may need an accommodation to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the accommodation can be made."

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 42.30 RCW.

IV. Types of Meetings and Notice

A. Regular Meetings. The board shall hold regular meetings on the second and fourth Wednesdays of 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.

B. Special Meetings. A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally or by mail, fax, or by electronic mail to each member of the governing body and to each local newspaper of general circulation and to each local radio or television station which has on file with the governing body 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 governing body. 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 telegram, by fax, or by electronic mail. Such written notice may also be dispensed with as to any member who is actually 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. A majority 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 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.

In either case, he/she 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, his/her street address, and the topic he/she wishes to address. If the person commenting has a legitimate reason for not disclosing his/her street address, he/she may state whether or not he/she is a resident of the district. 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 and street address (subject to the exception described in the preceding paragraph) 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.

E. Termination of Comments by Members of the Public and Comments by Other Board Members. The president may interrupt or terminate a member of the public’s statement or a board member's statement when it is too lengthy, irrelevant, or is deemed uncivil conduct. For the purposes of this policy, "uncivil conduct" includes, but is not limited to, the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, or inciting others to taunt or jeer at an individual; raising one's voice at another individual in anger or hostility; repeatedly interrupting another individual who is speaking at an appropriate time or place; using sarcasm in anger; gossiping about others; using personal epithets; gesturing in a manner that puts another in fear for his/her personal safety; physically blocking an individual's exit from a room or location; remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave; violating the privacy of another individual's belongings, except for lawful searches by district officials conducted in connection with the administration of district rules and applicable laws; or other similar disruptive conduct.

Uncivil conduct does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Thus, this policy is not intended to deprive any person of his/her right to freedom of expression.

F. Interruptions. In the event that any meeting is interrupted by a group or groups of persons so as 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 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 committee, duties – Record retention schedules – Sealed record
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 42.32.030 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

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Superintendent: Dr. Shelley K. Redinger