



RESOLUTION NO. 1336
FACILITY LONG-RANGE PLANNING ADVISORY COMMITTEE¹

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the South Kitsap School District #402 establishes a Board Advisory Committee² under and subject to its Governance Process GP-7³ to be called the Facilities Long-Range Planning Advisory Committee;

1. That the purpose of the Committee shall be to:
 - a. Consider, develop, and recommend long-range plans for the physical facilities needs of the District⁴, with benchmarks at a minimum of five, ten, twenty-five, and fifty-year points;
 - b. Recommend priorities for addressing deferred maintenance and planned upgrades to physical facilities of the District; and
 - c. Consider and recommend bond and capital levy requirements⁵; and
2. That the Committee shall be composed of no less than seven nor more than twenty-one persons⁶ selected by the Board from among District stakeholders (i.e. parents, employees, students, taxpayers, community members) who apply to the Board for membership on the Committee and who shall:

¹ Footnotes were composed by Director John Berg with the assistance and concurrence of Director Jeff Daily. They are for information only and do not represent the Board's official interpretation of the Resolution.

² As a Board Advisory Committee, the Committee is under the direct jurisdiction of the School Board, and not the Superintendent.

³ This was a typographical error. **GP-6** contains Board Advisory Committee Principles. See also **Procedure 4110P**, Citizens' Advisory Committee and Task Forces.

⁴ Long-range plans for physical facilities include plans for closing obsolete facilities, land acquisition or surplus needs, remodel or replacement of facilities (such as whether to replace the high school with a new high school, add to the existing high school, or build a second high school), taking into consideration changing demographics and needs of the district in the future. In discussing specific property acquisitions, the committee may need to go into executive session in accordance with the Open Meetings Act.

⁵ This could involve compiling costs and prioritizing projects. The decision of when to run bonds and levies is up to the Board.

⁶ While less than a dozen individuals were initially appointed to the committee, it is anticipated that the Board may appoint additional members, up to the total of 21. When appointed, new members would be assigned initial one, two, or three-year terms.

- a. serve three-year terms⁷, or until their successors are appointed⁸, with the terms of one-third of the original appointees expiring each year⁹;
 - b. be selected in December, except when filling vacancies¹⁰;
 - c. be limited to three consecutive appointments;
 - d. be selected to obtain a broad range of perspectives, opinions, and experience on the Committee;
 - e. have all Board members as non-voting ex-officio members of the Committee, with no more than two Board members assigned by the Board to attend the various meetings of the Committee¹¹; and
 - f. resign from the Committee if elected a Board member in order to assume a non-voting ex-officio position¹²;
3. That the Committee shall serve in an advisory capacity only and shall:
- a. have no authority to direct District staff, although the Superintendent may make available specific staff to assist the Committee¹³;
 - b. elect its own chair¹⁴, vice-chair, and secretary¹⁵, provided that the chair shall not be a Board member, the Superintendent, an Assistant

⁷ While it is anticipated that a Committee member would agree to serve the full term to which appointed, there is nothing to prevent any Committee member from resigning at any time.

⁸ "Or until their successors are appointed" means that a member could continue on the Committee after the expiration of his or her term if a replacement has not been named by the Board. It also means that the Board can replace any member before the expiration of that member's term by simply appointing a replacement. This allows the Board to replace unproductive members of the Committee if needed.

⁹ The Committee members normally have three-year terms, but two-thirds of the original appointees will have shorter terms in order to have only one-third of the terms expiring every year. This should provide the Committee with continuity.

¹⁰ A replacement member would complete the term of the member replaced, then be permitted two additional three-year appointments. All terms will be set to expire December 31, so that newly elected Board members, taking office the first meeting in December, would have input into selecting new Committee members.

¹¹ While all board members may attend the Committee meetings, up to two are assigned to attend the meetings. When three or more board members attend a meeting, it legal notice of a quorum of the board must be given, therefore, under normal circumstances, only the two assigned board members will attend Committee meetings.

¹² Board members will not serve as voting members of the Committee.

¹³ It is anticipated that the Superintendent will provide staff dealing with physical facilities to consult with the Committee and be available to the committee. It is the intent of the Board to not dilute the voting power of the citizens on the committee by appointing too many District employees to the committee.

¹⁴ Although Procedure 4110P states that the appointment of the committee chair shall be the prerogative of the board, the board has exercised its prerogative by stating in this resolution that the committee selects its own chair.

¹⁵ No specific term is set for the Committee Chair, Vice-Chair, or Secretary, and once elected they would serve until the Committee voted to replace them. Thus the initial officers would be selected by the initial members of the Committee, and when additional members are appointed to the Committee, the Committee may choose to change officers. The secretary would be responsible for taking minutes, which would become public records.

Superintendent, nor a District executive level supervisor¹⁶;

- c. utilize the most recent Study and Survey of District Schools¹⁷, and other relevant data in its deliberations¹⁸;
 - d. have the authority to conduct public hearings and use other means to obtain community input, but shall not be required to receive public comments at its meetings¹⁹;
 - e. meet at least quarterly²⁰;
 - f. be governed as a board²¹ by the rules contained in the current edition of Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with this resolution or Board policy; and
 - g. report to the Board at least quarterly; and
4. That the Committee shall become effective on January 1, 2021, when the initial terms of its members commence, and shall continue to exist until the Board discharges it by resolution.

ADOPTED by the Board of Directors of South Kitsap School District No. 402, Kitsap County, Washington, at a regular meeting thereof, held on the 7th day of October 2020.

[signatures omitted]

¹⁶ The Committee chair may not be a Board member, nor a top District leader.

¹⁷ The Study and Survey of District Schools is a survey of the physical facilities developed by a third party, rather than District personnel. It provides a good description of the various physical facilities in the District.

¹⁸ The committee could compile and rely upon other sources of data, and visit facilities within and without the District, to obtain needed information. Expenses of the committee would be covered by the Board budget.

¹⁹ It is anticipated that most of the Committee meetings will not have a public comment component, but that decision will be up to the committee. Nevertheless, the Committee is charged with obtaining public input through surveys, public hearings, or other appropriate means.

²⁰ The Committee may choose to meet monthly or at other intervals, depending upon the scope of its work at any time, but must meet at least quarterly.

²¹ The rules in *Robert's Rules of Order Newly Revised* differ slightly between a committee and a board. This clarifies that the Committee operates as a board. For a board of about a dozen or less, even the board rules are less formal. For instance, seconds are not required, the chairman may make motions and fully participate in the debate, informal discussion is permitted when there is no motion on the floor, and there is no limit on how many times a member can speak, unless imposed by the Committee itself.