



Board of Directors-Special Meeting-Workshop  
RICHLAND SCHOOL DISTRICT NO. 400  
BENTON COUNTY, RICHLAND, WASHINGTON

The Board of Directors of Richland School District No. 400 met for a Workshop/Special Meeting Thursday, February 24, 2022, via Zoom and in person at 6972 Keene Road, West Richland, Washington, Benton County. School Board Vice President Kari Williams presided. Board members participating: Semi Bird, Jill Oldson, Rick Jansons, and Audra Byrd.

**Topic-Board Norms Discussion**

Ms. Williams called the meeting to order at 4:06 P.M. Board members shared ideas and priorities for Board protocols and meeting processes. Discussion included:

- Develop a policy stating Board Vice President responsibilities
- Address agenda development processes
  - Board leadership will review agendas for the next two meetings at their bi-weekly meeting. All Board members will have copies of the next meeting agenda available at regular meeting (topics taken from district planning calendar and prioritized future agenda items) for each member to review-Board leadership to make final decision on agenda items. No exceptions/no surprises (only in emergency). If items need to be added, place item on an upcoming agenda to allow time for staff preparation.
- Board meeting venue change or virtual/in-person change:
  - Change of date needs to be done at a regularly scheduled Board meeting.
  - Regular meeting-need policy for change from in-person to virtual meeting-District Counsel to develop
    - (if time allows, call for special meeting via zoom to make determination as a Board. If time does not allow board leadership to decide.)
- Send questions to staff ahead of meeting to better support staff and Board
- Roberts Rule of Order-abridged version-members to wait for recognition from Board President before speaking-use round robin to give each opportunity to speak

Further discussion on Board Norms/Protocols is planned for the Special Meeting/Workshop on March 4, 2022, with Tricia Lubach, Washington State School Directors Association (WSSDA).

Board members were reminded of the Strategic Plan Special Meeting/Workshop on Monday, February 28, 2022.

**ADJOURNMENT**

The meeting adjourned at 5:24 P.M.

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SECRETARY, BOARD OF DIRECTORS