



Policy Type: Governance Culture

***GC-12  
Meetings***

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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 South Kitsap community. The board will function through (1) regular meetings, (2) special meetings, (3) executive sessions, (4) closed meetings (5) study sessions, and (6) emergency meetings.

Any meeting may be adjourned to another time and place with notice given in the same manner as required for special meetings, provided that closed meetings and emergency meetings do not require public notice.

If a quorum is not present, less than a quorum, or the secretary if all members are absent, may order an adjourned meeting. Final action may only be taken in an adjourned meeting on any matters stated in the original meeting notice or agenda prior to the adjourned meeting.

The Board will follow the requirements as specified in the Washington State Open Public Meetings Act (RCW 42.30 OMPA) for all different meeting types of the Board.

**Regular Meetings**

Regular meetings will be held at 5:30 p.m. on the first and/or third Wednesday of each month. The Board will reference GC-12-A: Annual Board Agenda Calendar for all scheduled regular and study session dates. All meeting dates will be published on the district website.

Meetings will generally be held at the South Kitsap Schools District Office, 2689 Hoover Avenue SE, Port Orchard, WA 98366, but may also be held at other times (or places) as determined by the presiding officer or by majority of the board. The proposed agenda of business to be transacted must be posted on the district website not less than twenty-four hours in advance of the published start time of the meeting. Each regular meeting agenda will include a section for the Written Public Comment Topic Summary (comprised of public comments received since the last regular meeting and prepared by the Board Secretary) for discussion by the board. Additionally, an Oral Public Comment section will be on the agenda.

**Special Meetings**

Special meetings may be called by the president or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member.

Final action may only be taken at a special meeting on matters stated in the meeting notice. If the special meeting is expected to include final action, a Written Public Comment Topic Summary (prepared by the Board Secretary) and related Board Discussion and/or an Oral Public Comment section will be added to the special meeting agenda.

Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the district's website.



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The district must also prominently display the notice at the main entrance of the District Office as well as at the location of the meeting if the meeting is held at a location other than the District Office.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, voice mail, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes, except when attendance is solely to object to the lack of adequate notice.

### **Executive Sessions**

An executive session is a portion of a meeting lawfully not open to the public and in which the participants in the executive session are bound to confidentiality regarding the matters discussed therein. Final action resulting from executive session discussions will be taken only during a meeting open to the public as required by law.

An executive session may be conducted in accordance with RCW 42.30.110 (OPMA).

An executive session may be convened within a regular or special meeting. Before convening into executive session, the president shall publicly announce the general purpose for excluding the public from the meeting place and the time when the executive session will be concluded, and the public meeting resumed. The purpose of the executive session should be recorded in the minutes of the public meeting if not stated in the meeting notice or public agenda. The executive session may be extended to a stated later time by announcement of the president at the public meeting.

If an entire meeting is designated as an executive session, no discussion or other action may take place before or after the executive session other than that described in the preceding paragraph.

### **Closed Meetings**

The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes in accordance with RCW 42.30.140 (OPMA):

1. Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or
2. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or that portion of a meeting in which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress while in progress.



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### **Study Sessions**

Study sessions will be held (either on the first or third Wednesday of each month depending on if/when the regular board meeting is held) and as needed by the Board. Study sessions are meetings or portions of meetings held more informally to address specific topics in more detail, similar to a committee of the whole. If held as a separate meeting, all the requirements for a meeting must be met. No final action is taken on any matters at a study session. Typically, regular reports are not received, and no public comment is taken at study sessions.

### **Emergency Meetings**

In the event of an emergency involving security, fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately in a special meeting and take official action without prior notification.

### **Public Meetings**

All board meetings will be open to the public and advertised as meetings that are open to the public, with the exception of executive or closed sessions authorized by law. Notice should include that individuals with disabilities who may need special accommodation (beyond standard Zoom access) to participate in-person at a meeting should contact the superintendent's office as soon as possible in advance of a special meeting so that arrangements for the accommodation can be made. In addition to the in-person option for meetings, school board directors, guests, and the public will also be able to attend and/or participate in meetings via phone or other electronic means that allows for (at minimum) real-time aural and verbal communication (e.g., via Zoom or other virtual meeting platform).

### **Agenda Planning**

To accomplish its stated objectives, the board will follow an annual schedule which includes continuing review, monitoring and refinement of **Goals** policies and continually improving board performance through education and enriched input and deliberation. Accordingly:

1. The planning cycle will begin each year in July in order that administrative decision-making and budgeting can be based on accomplishing a one-year segment of the board's most recent statement of long-term **Goals**.
2. The planning cycle will start with the board's development of its schedule for the next year, and will include:
  - a. Scheduled linkage discussions and consultations with selected groups and persons whose opinions will be helpful to the board.
  - b. Training and discussion on governance matters, including orientation of new directors in the board's governance process and periodic discussions by the board about means to improve its own process.
  - c. Discussion related to **Goals** policies (e.g. presentations by futurists, demographers, community representatives, staff, etc.).
  - d. Scheduled monitoring of all policies.
  - e. Scheduling of all planned regular meetings and study sessions through the upcoming school year.



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3. Guided by the board's annual work plan, the board president, in concert with the Superintendent and with input from directors and the public, will prepare the proposed agenda for board meetings. Agenda items will be numbered in sequence and applicable policy referenced.
4. The consent agenda enables the board to efficiently deal with matters that have been delegated to the Superintendent, but by law must be approved by the board. Throughout the year the board will attend to consent agenda items as expeditiously as possible.
  - a. Items routinely assigned to the consent agenda include meeting minutes, personnel actions, business transactions, expense vouchers, gifts, travel requests, intergovernmental agreements, etc.
  - b. The consent agenda is undebatable.
  - c. An item may be removed from the consent agenda and placed on the regular agenda at the request of any two board members.

### **Quorum and Attendance**

Three directors shall be considered as constituting a quorum for the transaction of business.

Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform— including videoconference or teleconference that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.

Whenever possible, each board member shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board member's absence from a meeting if requested to do so.

The board may declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than illness, active or training military duty, or those authorized by resolution of the board.

If a board member is on active duty or training status with the military, the board will 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 director'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's return or the end of the board member's term whichever comes first.

### **Meeting Conduct**

All board meetings will be conducted in an orderly and business-like manner using the most recent edition of Robert's Rules of Order Newly Revised as its parliamentary authority, except when such rules are superseded by board policies. The order of business will be that indicated in the agenda. Any additions or changes in the proposed agenda may be requested by the superintendent or a director and must be approved by majority vote of the directors present.



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Counted votes and roll call votes will be recorded in the minutes. The vote of an individual director will be recorded in the minutes at the request of that director or by order of the board. All votes will be approved by majority of those present and voting, unless otherwise required by law. No action will be taken by secret ballot at any meeting required to be open to the public.

An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

### **Written Public Comment**

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. As such, the board has established and maintains a 24/7 email address ([publiccomment@skschools.org](mailto:publiccomment@skschools.org)) for written public comments, which are then immediately forwarded to the entire board upon receipt. This is the fastest, most effective way for the public to share thoughts with the Board. This enhanced 24/7 Public Comment channel also allows the board time to reflect (and respond) to the public's concerns in a timelier fashion than afforded by a traditional Oral Public Comment-only format. Those written public comments that are received after the prior regular board meeting and up until 3:00 pm on a given meeting day, will also be included in the Written Public Comment Topic Summary (prepared by the Board Secretary). Importantly, during regular (or special) meetings, the Board Secretary will read the Public Comment Topic Summary and the Board will have the opportunity to discuss the public's input before taking final action on agenda topics.

### **Oral Public Comment**

As an important part of community feedback and input, the Board will provide an Oral Public Comment section to the agenda for regular meetings. Oral Public Comment will be added to special meetings when needed to gather public input on specific agenda items. When Oral Public Comment is taken (and/or required by law), and in order to permit fair and orderly expression of in-person public comments, the board will provide a (up to 30 minute) period during which attendees may present directly to the board either in-person or via Zoom. If more than 10 participants indicate that they wish to make oral comments (thereby potentially exceeding the 30-minute cap) names may be randomly selected from the list of potential speakers until the requested speaker list is exhausted or the 30-minute time period expires (whichever comes first). The chair/president may extend the Oral Public Comment section (in 30-minute blocks) if deemed appropriate by majority of the board. Rules for each 30-minute block will follow the protocols for Oral Public Comment outlined above.

The board will make reasonable accommodations available for individuals who have difficulty attending an in-person board meeting but would still like to make a verbal public comment. For those individuals whose circumstances make it difficult to attend in person we will provide an option to attend the meeting virtually via "Zoom" or equivalent technology. Those requesting the option of remote public comment must send in a request to our public comment email address stating their legal name and indicating their desire to speak during public comment no later than 3:00 pm on the day of the meeting. Those remote requesters doing so will be added to the list of potential speakers for public comment at the start of the Public Comment section.



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Individuals, after identifying themselves by name, will proceed to make comments within the time limits established by the board. Each individual will be allowed up to three minutes to speak. The chair/president may interrupt or terminate any statement when it exceeds the time limit, or is vulgar, obscene or grossly disruptive to the board process. Any restriction imposed must be viewpoint neutral. The board as a whole has the final decision in determining the appropriateness of all such rulings.

Oral Public Comment is an opportunity to direct comments to the school board for its consideration. Any specific operational questions raised during public comment will be addressed to the chair/president, who will typically refer the question to the superintendent for a detailed response to the individual at a later date. The superintendent will then also report the response to the board at a subsequent public meeting, as needed.

### **Minutes**

The secretary of the board keeps the minutes of all board meetings. Minutes become official after approval by the board's next regularly scheduled meeting and must be retained as a permanent record of the district. Minutes must be comprehensive and shall show:

1. The date, time, and place of the meeting
2. The presiding officer
3. Members in attendance
4. Items discussed during the meeting and the results of any voting that may have occurred
5. Action to recess for executive session with a general statement of the purpose
6. Time of adjournment, and
7. Signature of presiding officer and date minutes approved.

Unofficial minutes will be provided to board members in advance of the next regularly scheduled meeting of the board and will also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before approval.

A file of permanent minutes of all board meetings will be maintained in the office of the board secretary to be made available for inspection upon the request of any interested citizen.

OPMA encourages agencies to make an audio or video recording of their regular meetings and make those recordings available online for a minimum of six months. As such, regular school board meeting and study session recordings will be made available on the district's website for at least 6 months and up to 12 months after their recording date for easy access and viewing by the public.

During the interim between meetings, the office of the superintendent, as board secretary, shall be the office of the board. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

### **Meeting Recordings**

Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded. Such recordings will be maintained for at least one year. The recording will include the comments of the directors and the comments of members of the public if formal public testimony is accepted at the meeting.



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Adopted: March 16, 2022

Revised: May 18, 2022, December 6, 2023, January 17, 2024, February 21, 2024

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually