



Highline Public Schools Board Action Report

DATE: 12.12.22

FROM: Dr. Ivan Duran, Superintendent

LEAD STAFF: Holly Ferguson, Chief Policy & Strategy Officer

For Introduction: 1.4.23 For Action: 1.18.23

I. TITLE Revisions to Board Policy 1430, Audience Participation, and approval of new Board Procedure 1430

Select one: New Item Renewed Item Annual Item Revised Item

II. WHY BOARD ACTION IS NECESSARY

Changes to Board policy must be approved by the Board. Procedures in Series 1000 also must be approved by the Board.

III. BACKGROUND INFORMATION

Board policy 1430 was last revised in 2018, and there were not procedures. As the policy got more procedural in nature, it made sense to remove technical details from the policy and place them in a new procedure. Revisions to the policy clarify that Board meetings are business meetings of the Board, and that testimony should be related to items before the Board or on educational issues relating to Highline.

The new proposed procedure clarifies how to sign up to speak; the priority order that speakers will be assigned; the guidelines for testimony including the length of testimony and the process to cede time; the expectations for testimony; and the authority of the Board President to interrupt or terminate the speaking time of individuals not adhering to the guidelines.

IV. RECOMMENDED MOTION

I move that the Highline School Board approve the revisions to Policy 1430 and approve new Procedure 1430.

V. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be N/A.

The revenue source for this motion is N/A.

Expenditure: One-time Annual

VI. APPLICABLE POLICY(S)

This action is in compliance with the following:
Procedure 1420 Proposed Agenda and Consent Agenda

VII. ALTERNATIVES

The alternative is to not make these changes. This is not recommended; these changes are proposed both to ensure clarity by all involved about the expectations for testimony during Board meetings, and to ensure that Board meetings stay focused on the work of the Board and the district.

VIII. COMMUNITY ENGAGEMENT

Community Engagement Required: Yes No

IX. ATTACHMENTS

Board Policy 1430 red line For review (revised 1.18.23)

Board Policy 1430 clean For approval (revised 1.18.23)

Board Procedure 1430 For approval



AUDIENCE PARTICIPATION

Policy No. 1430
Board of Directors
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~~School Board meetings are business meetings of the School Board, held in public to allow the public to hear about the work of the Board and the District. The Highline School Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the Board will provide a period at the beginning of Regular Board meetings during which invited guests may make formal presentations. Such presentations must be scheduled in advance with the Office of the Superintendent. The time for this type of communication is in the *Recognitions* section of regular board meetings.~~

~~In order to permit fair and orderly expression on educational issues ~~the~~ the Board will also allow individuals to express ~~an~~ their opinions on items before the Board during Regular Board meetings. In addition, the Board may schedule special hearings to receive additional public testimony, for topics of special public interest or as required by law.~~

~~Written and oral comment will be accepted on items before the Board. Individuals wishing to be heard by the Board shall comply with the rules as described by Board Procedure 1430P. Individuals will be assigned speaking slots as described by Board Procedure 1430P.~~

~~Written and oral comments will be accepted by the Board during the *Scheduled Communications* section of regular board meetings.~~

~~Individuals wishing to be heard by the board during regular Board meetings shall sign up in advance by contacting the Office of the Superintendent by noon on the date of the meeting. There will be 20 reserved slots; if there are more than 20 individuals wishing to speak a wait list will be created and if not all scheduled speakers appear, names will be called off the wait list. At the meeting, speakers will first be recognized by the President and, after identifying themselves, may make their comments within the four minute time period. Speakers are encouraged to leave their name and contact information with the meeting clerk to allow Board members or staff to follow up if there are outstanding questions or issues. No speaker may sign up for multiple speaking slots.~~

~~Speakers requiring accommodations, including interpretation services, should contact the Office of the Superintendent by noon the day before the ~~on the date of the~~ meeting to enable the district to provide an interpreter accommodations. ~~Speakers requiring interpretation will receive an additional four minutes of testimony time for a total of eight minutes.~~~~

~~Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion.~~

~~The President may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The Board President may also call a meeting to recess without a vote as necessary. The Board may yield additional time to a speaker if requested by a member of the Board. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.~~

~~The Board will also reserve 10 speaking slots, at 2 minutes per speaker, at the end of Regular Board meetings in the “Unscheduled Communications” section. Speakers requiring interpretation will receive an additional two minutes of testimony time for a total of four minutes. This is for speakers who have not previously had an opportunity to address the Board during the meeting.~~

~~The Board will also reserve up to 10 speaking slots, at 2 minutes per speaker, at the end of regularly scheduled non-executive session work sessions, if there are members of the public who wish to provide comment. Speakers requiring interpretation services should contact the Office of the Superintendent by noon on the date of the meeting to enable the district to provide an interpreter. Speakers requiring interpretation will receive an additional two minutes of testimony time for a total of four minutes. Speakers may sign up to speak at the work session. Speakers are encouraged to provide feedback on the information they heard during the work session. Speakers may also leave their name and contact information if there are outstanding questions or issues.~~

~~Individuals with disabilities who may need a modification 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 modification can be made.~~

~~Ceding Time~~

~~Occasionally speakers wish to give, or ‘cede’, their speaking time to another speaker. The following rules apply when ceding time:~~

- ~~• The person who has signed up to speak must be present and must come to the microphone to cede their time to another person.~~
- ~~• The person who has ceded their time may not take another speaking slot during the Scheduled Communications section of the meeting.~~
- ~~• Time can only be ceded once per speaking slot; the person to whom time has been ceded may use all or part of the four minute time period. If less than four minutes is used the speaker cannot cede the remainder of their time to another person.~~

Legal References:

Meetings declared open and public	RCW 42.30.030
Interruptions – Procedure	RCW 42.30.050
Americans with Disabilities Act	42 U.S.C. §§ 12101-12213

Highline School District 401

Adopted by the Board: March 1983

Revised by the Board: 1.93, 11.98, 8.03, 9.08, 1.14, 9.14, 5.18, 1.23

Classification: Priority



AUDIENCE PARTICIPATION

Policy No. 1430
Board of Directors
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School Board meetings are business meetings of the School Board, held in public to allow the public to hear about the work of the Board and the District. The Highline School Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings.

In order to permit fair and orderly expression on educational issues the Board allows individuals to express their opinions on items before the Board during Regular Board meetings. In addition, the Board may schedule special hearings to receive additional public testimony, for topics of special public interest or as required by law.

Written and oral comment will be accepted on items before the Board. Individuals wishing to be heard by the Board shall comply with the rules as described by Board Procedure 1430P. Individuals will be assigned to speak as described by Board Procedure 1430P.

Speakers requiring accommodations, including interpretation services, should contact the Office of the Superintendent by noon the day before the meeting to enable the district to provide accommodations.

Legal References:

- Meetings declared open and public [RCW 42.30.030](#)
- Interruptions – Procedure [RCW 42.30.050](#)
- Americans with Disabilities Act [42 U.S.C. §§ 12101-12213](#)

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School Board Procedure 1430P – Audience Participation

This procedure outlines the rules and requirements for members of the public wishing to speak at a regular Board meeting or at a public hearing.

The School Board shall encourage and accommodate public participation in regular Board meetings. The Board will hear from the public in the *Scheduled Communications* section of each regular Board meeting. A maximum of twenty (20) speakers will be heard; each speaker can speak for not more than two (2) minutes. Speakers who need language interpretation will receive an additional two (2) minutes, for a total of four (4) minutes, to allow for interpretation.

Signing up to Speak

1. Individuals wishing to address the Board may sign up by contacting the Office of the Superintendent at (206) 631-3070 or by completing the form on our website. Sign up begins at 9:00 a.m. on the Monday of the week of a Board meeting; sign up closes at 9:00 a.m. on the day of the meeting.
2. Individuals must sign up for themselves, with the exception of students signed up by a parent or guardian and individuals who may need an accommodation for the public testimony sign-up process, including those with disabilities or those requiring language interpretation services.
3. If more than 20 people sign up a wait list will be created.
4. Speakers must provide their full name, phone number, email, and the topic on which they want to speak. Speakers are encouraged to indicate their relationship (e.g., student, family member, employee) to the District when signing up.

Order of Speakers

The purpose of testimony is to allow members of the public to provide input and feedback on the work of the Board and the district. Speakers will be assigned to speak based on the following priority order:

1. Individuals speaking to *Action* items on the agenda (including the consent agenda).
2. Individuals speaking to *Introduction* items on the agenda.
3. Individuals speaking to other topics related to Highline Public Schools.

Within each priority ranking, the speakers will be ordered on the agenda in the order in which they sign up. The final agenda, including the order of speakers and whether there

is a waitlist, will be posted online by noon the day of the meeting. If speakers sign up after 9:00 a.m. on the day of the meeting, they will be listed on the agenda in the order they called, regardless of topic.

Guidelines for Testimony

1. Speakers should state their full name for the record when starting their testimony and are encouraged to indicate their relationship to the District.
2. Speakers will be allowed a maximum of two (2) minutes. A speaker who appears in person may cede all or part of their time to another person present at the meeting. The total amount of time will not exceed 2 minutes. The clock will not be restarted when the second speaker begins speaking.
 - Speakers needing interpretation will be given four (4) minutes to speak.
3. Each speaker is allowed to speak only once during the meeting, regardless of whether they signed up for a speaking spot or it was ceded to them.
4. The majority of a speaker's time should be spent on the topic they indicated when they signed up to speak.
5. Public Testimony is an opportunity to share information with the Board. Board Directors do not respond to questions or comments made during the public comment period. Directors' silence will not be deemed to signal agreement or endorsement of the speaker's remarks.

Expectations for Testimony

Those testifying are encouraged to remember that School Board meetings are business meetings for the Board and are recorded and archived. Speakers must adhere to the same level of civility that the Board expects of itself. Speakers who fail to do so, or who speak beyond their allotted time, may be interrupted and their speaking time terminated. Examples of incivility include remarks that:

- Are personally directed towards students, staff, or others;
- Are defamatory;
- Are an unwarranted invasion of privacy;
- Are abusive, obscene, or indecent;
- Are irrelevant, meaning they do not pertain to the work of the Board or District;
- Are "fighting words," i.e., words that are directed at an individual to incite an immediate and hostile reaction, such as through racial slurs;
- Violate District policy or procedure related to harassment, intimidation, bullying or discrimination;
- Incite an unlawful act on District or school premises; or
- Create a material and substantial disruption of the orderly operation of the Board meeting.

The School Board President

The Board President is authorized to interrupt or terminate the speaking time of someone not adhering to these procedural requirements. In addition, the Board President may:

- Request that the speaker leave the meeting if they refuse to come to order;
- Request any individual to leave the meeting if they do not observe reasonable decorum;
- Request the assistance of District security in the removal of a disorderly person who has previously been asked to leave and refused the request;
- Call for a recess or adjournment to another time or location when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

The Board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. The Board recognizes the distinction between uncivil discourse, which is not permitted, and comments that are negative but still civil in nature and will exercise its authority to maintain order in a content-neutral manner.

Highline School District 401
Adopted by the School Board: 1.23
Revised by the School Board: