

Meeting Conduct, Order of Business and Quorum

The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If a board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy No. 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced at the meeting and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, “nun-chu-ka sticks,” “throwing stars,” air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9.41.280. The board must ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

Meeting Notices

All public notices of board meetings should inform persons with disabilities and those individuals who may have difficulty physically attending a board meeting that they may contact the superintendent’s office, so that the district can arrange for them to participate in board meetings. A regular meeting does not require public notice if held at the time and place provided by board policy. If the board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place, and purpose of the meeting.

For special meetings, a district is required to notify those newspapers and radio and television stations that have filed a request for such notification. The district must also provide written notice and a printed electronic copy of the agenda to each school director twenty-four (24) hours prior to the meeting. Notice to a school director is deemed waived if the school director files a written notice of waiver with the board secretary before or at the time of the commencement of the meeting or by the school director’s actual attendance at the meeting.

The district must also post notice of the meeting on the district’s website, the door of the main district offices and the door at the location of the meeting if it is different than the district’s offices. Notice of regular meetings must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting. The district does not have to post notice of a special meeting on its website if it: (1) does not have one; (2) employs no full-time equivalent employees; or (3) does not have an employee whose job description or employment contract provides duty to maintain or update the website.

At a special meeting, the board may discuss items that are not on the original agenda, but the board cannot take final action on any topics that were not identified on the original agenda. If the board is to discuss an item in executive session in accordance with Policy No. 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No meeting notice is required when the board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, non-renewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, unless the student requests a public meeting) or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.

Meeting Recess and Continuation

The board may recess a regular, special, or recessed meeting to a specific future time. Notice of such a recess and continuation must be posted at or near the door of the meeting room. Notification to the press is not required.

Online Simulcast of Board Meetings

Regular board meetings, budget hearings, and special meetings where action will be taken will be simulcast online. Public comments from those participants attending online will be accepted at those meetings, following posted requirements to make public comments (requirements are posted on all meeting agendas). Board workshops and/or study sessions that are not attached to a regular board meeting will not be simulcast. Executive or exempt sessions and meetings not held at NKSD properties will not be simulcast.

Hybrid Board Meetings

Some regularly scheduled board meetings will be primarily hosted online. When this happens, the posted meeting agenda will reflect this and a link for the meeting will be provided in advance. The board room (physical location) will be staffed and open to the public with a live connection to the online board meeting so that members of the public can attend the meeting if they are unable to connect digitally from home. Members attending via zoom or in person will be able to make public comments.

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North Kitsap School District