



Board of Directors, Special Meeting Minutes, February 6, 2024
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 6, 2024, via Zoom and in person, 6972 Keene Road, West Richland, Washington, Benton County. School Board President Rick Jansons presided. Board members participating: Jill Oldson, Bonnie Mitchell, Katrina Waters, and Chelsie Beck.

Call to Order

Mr. Jansons called the meeting to order at 4:05 P.M.

Special Meeting/Workshop Topic

1. Board Governance

Student Representatives

Students shared a timeline for the application process for next school year's Junior Student Representative. Student Representative Policy 1250-discussion to add academic excuses for meetings, travel protocols, on-boarding processes, and protocol for committee meeting attendance. Student Representative will send application to the Board members.

Communications

Public comment process-President to share process at the beginning of public comment period (thirty minutes total/two minutes per person-process described)-process for follow-up on comments discussed. Staffing/personal issues-divert to Superintendent/Assistant Superintendents to follow up, then follow up with Board.

“Contact the Board” email process

Staff member sends general response and shares email with the board members and administrator(s) directly involved. Board members decided to have a member respond as well-rotating basis starting with Ms. Mitchell.

Community Relationships

Constituent complaint process-Board discussed process-listen, ask patron to follow the process (talk to Principal, Assistant Superintendent, etc.). Board member share with Superintendent, Superintendent to follow up with staff, then Board. Open Public Meeting Act training required by April 15, 2024.

Community input process-possible Town Hall meeting ideas discussed-quarterly with agenda-two Board members present. Thought Exchange surveys to gather input from staff, students, parents, and community-bond projects, etc.

Board Meetings

Future agenda item process-discuss at end of each meeting-allows flexibility for timely topics. Board leadership to prioritize topics under “Business”. Suggestion for meetings in the future-one meeting monthly for business, second meeting dealing with student learning. Board Norms document from 2021 will be sent to board members. Address questions to staff in advance.

Board Member/Staff/Superintendent Relationships

School/facility visit protocol-no formal protocol-good to schedule with Assistant Superintendents, always check in at office. Board members meet individually with Superintendent weekly. Direction to staff should go through Superintendent. Ms. Oldson and Ms. Waters will work on Superintendent evaluation.

WSSDA Training Potential Topics

- Tricia Lubach, WSSDA-trainer/research-based outcomes that directly impact student outcomes
- Self-assessment process
- Boards of Distinction process
- Superintendent evaluation based on standards
- Board goals process

A half day workshop will be planned in March.

ADJOURNMENT

The meeting adjourned at 6:03 P.M.

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SECRETARY, BOARD OF DIRECTORS