

|                                                   |                                                                                                                                                                                 |                                                                           |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>POLICY TITLE:</b><br>CONDUCTING BOARD MEETINGS | <b>POLICY SECTION:</b><br>GOVERNANCE PROCESS                                                                                                                                    | <b>POLICY NO:</b> GP-7                                                    |
| <b>APPROVED BY:</b><br>BOARD                      | <b>REGULAR BOARD POLICY REVIEW FREQUENCY:</b><br>EVERY 2 YEARS (ODD YEARS)                                                                                                      | <b>BOARD MONITORING OF BOARD COMPLIANCE FREQUENCY:</b><br>EVERY TWO YEARS |
| <b>DATE APPROVED:</b><br>SEPTEMBER 28, 2010       | <b>DATE REVIEWED / REVISED:</b><br>SEPTEMBER 11, 2012, OCTOBER 14, 2014, DECEMBER 6, 2016, NOVEMBER 14, 2018, AUGUST 16, 2019, JUNE 29, 2021, AUGUST 16, 2023, OCTOBER 17, 2025 |                                                                           |

---

### *GP-7.1 Board Meeting Agenda Preparation*

---

Guided by the annual Board Strategic Work Plan, and with input from the School Directors, the Board President/CGO and Superintendent will set the agenda for Board meetings. All agenda items will be numbered in sequence and applicable policy referenced. The agenda will be structured as follows:

- Part 1.0 – Meeting Opening
  - Call to Order (including roll call and flag salute (or presentation of colors))
  - Welcoming of Guests
  - Approval of Agenda
- Part 2.0 – Required Approvals Agenda
- Part 3.0 – Board Development
  - Good News Announcements
  - Legislative Updates
  - Board Self-Assessment
- Part 4.0 – Assurance of Organizational Performance
  - Introduction of New Staff
  - Monitoring Reports for Executive Limitations and Ends Policies-and the Board response
  - Board Self-Monitoring (including Monitoring Reports on Governance Process and Board/Superintendent Relationship Policies)
  - Special Reports
  - Superintendent Comments
  - School Board Comments
  - Public Comment
- Part 5.0 – Policy - Review
  - Creation and Approval of New Board Policies
  - Review/Discussion/Revision of Current Board Policy
- Part 6.0 – Adjournment

The Board shall establish its regular order of business, but may elect to change the order by a majority vote of the Directors.

---

### *GP-7.2 Required Approvals Agenda*

---

The Required Approvals 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 or which are routine matters. Throughout the year the Board will attend to consent agenda items as expeditiously as possible.

- a. Items routinely assigned to the Required Approvals Agenda include meeting minutes, personnel actions, business transactions, expense vouchers, gifts, travel requests, and intergovernmental agreements.
- b. An item may be removed from the Required Approvals Agenda upon a request by any School Director. The items remaining on the Required Approvals Agenda will be voted on by a single motion.
- c. Items removed from the Required Approvals Agenda will be addressed immediately following approval of the Required Approvals Agenda.

---

### *GP-7.3 Organization of Board Meetings*

---

#### Meeting Types

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 community. The Board will function through:

- a. Regular meetings (including work/study sessions),
- b. Special meetings (executive sessions),
- c. Emergency meetings,
- d. Executive meetings, and
- e. Exempt meetings (closed).

Public notice shall be properly given for any meeting.

- a. Regular Meetings

Regular meetings shall be held at 6:00 p.m. by vote on the second and fourth Tuesday of each month, and will be held at schools, ESC, and/or remotely unless another location and/or time is determined by the presiding officer or by majority vote of the Board. In addition, work/study meetings shall be held at 5:00 p.m. on the first Tuesday of each month, and will be held at the Federal Way Public Schools Educational Service Center, unless another location is determined by the presiding officer or by majority vote of the Board. All regular and work/study meetings of the Board shall be held within the district boundaries. When a regular or work/study meeting date falls on a legal holiday, the meeting shall be held on the next business day. An annual meeting schedule will be published on the district's website.

All meetings, including work/study sessions and retreats, must be advertised as meetings that are open to the public.

A regular meeting does not require a public notice if held at the time and place provided by Board policy.

If the Board does not meet at its regular location, public notice of the location of the meeting should be distributed as if it was a special meeting, including notice to the press stating the time and place of the meeting.

b. Special Meetings

Special meetings may be called by the President/CGO or on a petition of a majority of the Board Directors. Special meetings may be held outside the district with proper notice of the time and location. Notice of a special meeting, stating the time, location, and purpose of the meeting, shall be delivered to each Board member not less than twenty-four (24) hours prior to the time of the meeting. Notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

If a Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (GP 7.3), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., real estate matters, litigation).

c. Emergency Meetings

In the event of an emergency such as fire, flood, earthquake, possible personal injury, property damage, or other catastrophic event, the Board may meet immediately and take official action without prior notification.

d. Executive Session

Before convening in executive session, the President/CGO shall publicly announce the general purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the President/CGO. An executive session may be conducted for one or more of the following purposes:

- i. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- ii. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; however, the final action of selling or leasing public property shall be taken in a meeting open to the public.
- iii. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.
- iv. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public shall be conducted on such complaint or charge.
- v. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the district shall occur in a meeting open to the public, and when the Board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.



- vi. To evaluate the qualifications of a candidate for appointment to the Board; however, any interview of such candidate and final action appointing a candidate to the Board shall be in a meeting open to the public;
  - vii. To discuss with legal counsel representing the district matters relating to district enforcement actions, or to discuss with legal counsel representing the district litigation or potential litigation to which the district, the Board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district.
- e. Exempt Meeting
- An exempt meeting may be held by the Board of Directors and is not subject to OPMA. Such meetings do not require public notice or public access. Exempt meetings may be held for the Board of Directors to address the following topics:
- i. Gathering for collective bargaining sessions.
  - ii. Grievance meetings.
  - iii. Discussion on the interpretation or application of the collective bargaining agreement.
  - iv. Gatherings to plan or adopt positions or strategies for collective bargaining, professional negotiations, grievances, or mediation proceedings, or for reviewing counter-proposals.
  - v. Quasi-judicial hearings
- (Note: Exemption meetings are generally used to protect individuals involved in appeals for discipline matters, either students or staff.)*

The Open Public Meetings Act does not apply to certain Board activities, and public notice is not required prior to holding an exempt (closed session) for any of the following purposes:

- a. 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
- b. Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or when 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.

#### 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.

#### Board Meeting Transparency

All meetings shall be open to the public with the exception of executive and exempt sessions authorized by law. While other items of business may be discussed at a special meeting, no final action can be taken on topics that have not been identified on the printed agenda.

Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law. If an item is to be discussed in executive session, the item of business must also appear on the open meeting 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.)

All public notices of Board meetings should inform persons with disabilities they may contact the Superintendent's office so arrangements can be made for them to participate in Board meetings. 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 special arrangements can be made.

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.

#### Board Agenda and Packet Availability

The Board President/CGO and Board secretary shall be responsible for preparing the agenda for each meeting (see GP-7.1), in accordance with the President/CGO. Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each Board Director no later than the close of business the Friday preceding the Board meeting and will be available to any interested resident at the Superintendent's office twenty-four (24) hours prior to the meeting.

#### Quorum

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

#### Absence of a School Director

Whenever possible each School Director shall give advance notice to the President/CGO or Superintendent of his/her inability to attend a Board meeting. A majority of the Board may excuse a School Director's absence from a meeting if requested to do so.

The Board shall declare a School Director's position vacant after four (4) consecutive unexcused absences from regular Board meetings if the absences were for reasons other than illness or active or training military duty.

If a director is on active duty or training status with the military, the Board shall grant an extended leave of absence to cover the period of service or training. The extended leave of absence does 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 School Director's position. The temporary successor shall serve until the School Director returns or the end of the Director's term.

---

### *GP-7.4 Meeting Conduct and Order*

---

All Board meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order (Revised and Updated © 2020) as a guide, except when such rules are superseded by Board bylaws or policies. The order of business will be that indicated in the agenda (see GP-7.1 above). Any additions

or changes in the prepared agenda may be requested by the Superintendent or a Board member and must be approved by majority vote of the Board Directors present.

All votes on motions and resolutions shall be by “voice” vote unless an oral roll call vote is requested by a member of the Board. No action shall be taken by secret ballot at any meeting required to be open to the public.

An oral vote by the Directors 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. A majority vote of all the School Directors is required for any person to be elected or selected for these positions.

|                   |                          |                                                           |
|-------------------|--------------------------|-----------------------------------------------------------|
| Legal References: | RCW 28A.315.520          | Directors-Quorum                                          |
|                   | RCW 28A.315.510          | Meeting Times                                             |
|                   | RCW 28A.315.530          | Directors-Filling vacancies                               |
|                   | RCW 28A.320.040          | Directors-Bylaws                                          |
|                   | RCW 28A.330.020          | Certain Board elections, manner and vote required         |
|                   | RCW 42.30.060            | Open Public Meetings-Voting by secret ballot prohibited   |
|                   | RCW 28A.343.300          | Directors-Meetings                                        |
|                   | RCW 28A.330.070          | Office of Board – records available for public inspection |
|                   | RCW 42.30                | Open Public Meeting Act                                   |
|                   | Ch.42.U.S.C. 12101-12213 | Americans with Disabilities Act                           |
| Cross Reference:  | WSSDA Board Policy 1220  | Board Officers and Duties of Board Members                |
|                   | WSSDA Board Policy 1410  | Executive or Closed Sessions                              |