

THE BOARD OF DIRECTORS

Meetings

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 (1) regular meetings (including work/study sessions), (2) special meetings, and (3) emergency meetings. Public notice shall be properly given for any meeting.

~~Commencing April 23, 2002,~~ Regular meetings shall be held at ~~7:00~~ 6:00 PM. on the second and fourth Tuesday of each month, and will be held at the Federal Way City Hall unless another location is determined or at other times and places as determined by the presiding officer or by majority vote of the Board. In addition, work/study meetings shall be held at 6:00 PM on the first and third Wednesday of each month, and will be held in the Board Room of the Federal Way Public School 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.

Special meetings may be called by the president or on a petition of a majority of the Board members. A written notice of a special meeting, stating the 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. Written 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.

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

All meetings shall be open to the public with the exception of executive sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

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.

Cross Reference: Board Policy 1410 Executive or Closed Sessions

Legal References: RCW 28A.315.510 Directors--Meetings
28A.330.070 Office of Board--Records available for public inspection

Ch. 42.30 RCW Open Public Meetings Act
42 U.S.C. §§ 12101-12213 Americans w/
Disabilities Act

Proposed Agenda

The Board secretary shall be responsible for preparing the agenda for each meeting, in accordance with the president. Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each Board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the Superintendent's office twenty-four (24) hours prior to the meeting.

Legal References: RCW 28A.320.040 Directors--Bylaws
28A.400.030 Superintendent's duties

Consent Agenda

To expedite business at a school Board meeting, the Board approves the use of a consent agenda which includes those items considered to be routine in nature.

The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed from the consent agenda by a member of the Board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Absence of a Board Member

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 shall 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.

Legal Reference: RCW 28A.315.520

Directors--Quorum--
Failure to attend
meetings may result in
vacation of office

Draft: 3/19/08

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Open Meetings. All meetings, including work/study sessions and retreats, must be advertised 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 1410), 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).

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

Meeting Notices. 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 was a special meeting, including the meeting should be treated as a special meeting including notice to the press stating the time and place of the meeting with proper notice to the press stating the time, place and purpose of the meeting.

If the Board schedules a special meeting, public notices of the time, location and purpose of such meeting shall be distributed. A district is required to notify newspapers and radio and television stations which have filed a request for such notification. Each director should receive a printed agenda twenty-four hours in advance of the meeting.

While other items of business may be discussed at a special meeting, no final action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session in accordance with Policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session. ~~All public notices of Board meetings should inform persons with disabilities that they may contact the Superintendent's office so that arrangements can be made for them to participate in Board meetings.~~

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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 that they may contact the Superintendent's office so that arrangements can be made for them to participate in Board meetings.

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.

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