

## **BOARD OF DIRECTORS**

### Meetings

Meetings of the board will be scheduled in compliance with law and as determined by the board to be in the best interest of the school district and community. The board will function through regular meetings/workshops, special meetings and emergency meetings.

Public notice shall be properly given for any special meeting, whenever a regular meeting is adjourned to another time or when a regular meeting is to be held at a place other than the regular meeting room.

### **Regular Meetings/Workshops**

Regular meetings of the board of directors shall normally be held on the second and fourth Wednesdays of each month and workshops may be held on the remaining Wednesdays of the month. The board may change the date, time, or location of a regular meeting by motion passed in an open session of the board.

### **Special Meetings**

Special meetings of the board may be held at any time needed and at a convenient place. Special meetings shall be called by the president, or by a majority of the members of the board.

Notification of special meetings shall be made in accordance with [RCW 42.30.030](#), and only that business specially mentioned in said notice may be transacted.

### **Emergency Meetings**

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

### **Executive Sessions**

The board may hold executive sessions under the guidelines of [RCW 42.30.110](#) as stated below:

- (1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:
  - (a) (i) To consider matters affecting national security;
  - (ii) To consider, if in compliance with any required data security breach disclosure under [RCW 19.255.010](#) and [42.56.590](#), and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;

- (b) 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;
- (c) 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, final action selling or leasing public property shall be taken in a meeting open to the public;
- (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- (e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;
- (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;
- (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, 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 agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060 (2)(a) concerning:

- (A) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;
- (B) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or
- (C) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

- (j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;
  - (k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;
  - (l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in [RCW 41.05.026](#);
  - (m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information.
- (2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the 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 presiding officer.

### Exempt Meetings

#### Collective Bargaining

There are several exceptions to “meetings” in the Open Public Meetings Act (OPMA). The broadest and most important exempts collective bargaining actions. The board need not provide public notice or public access when it is gathering for collective bargaining sessions, grievance meetings and discussions on the interpretation or application of a collective bargaining agreement.

#### Grievance & Appeal Hearings

Quasi-judicial hearings are also exempt from the OPMA. This exemption is generally used to protect the privacy of individuals involved in appeals of discipline matters, either students or staff.

Legal Reference:                      RCW [28A.343.380](#)                      Directors--Meetings  
[42.30.010/140](#)    Open Public Meetings Act

Adopted:        June 10, 1992  
Revised        August 12, 2009  
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