



## **THE BOARD OF DIRECTORS**

### **Meetings**

The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If the board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session ([Board Policy 1410](#)), the special meeting should be called to order and then 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, and 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 a 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.

The district is required to notify newspapers and radio and television stations, which have filed a request for such notification.

At a special meeting, no final action can be taken on topics, which have not been identified on the published agenda, the board may discuss items that were 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 [Board Policy 1410](#), the item of business must also appear on the agenda if final action is to be taken following the executive session.

# IN REVISION

1400P

Page 2 of 2

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, nonrenewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding **the** suspension, ~~or~~ expulsion, **or emergency removal** 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. The district must post notice of such a recess and continuation at or near the door of the meeting room. Notification to the press is not required.

## **Meeting Recordings**

**Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken, or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded and such recordings will be maintained for at least one (1) year. The recording will include the comments of the directors, and the comments of members of the public if formal public testimony is accepted at the meeting.**

**Subject to the limitations on identifiable records in [Board Policy 4340](#) and [Procedure 4340P](#), board meeting recordings must be provided electronically to the public upon request. It is not a violation of policy or law if the district attempts to record a meeting in good faith and, due to technological issues, a recording is not made or if any or all of a recording is unintelligible. When possible, the district will make the content of school board meetings, or a summary thereof, available in formats accessible to individuals who need communication assistance and in languages other than English.**

Cross references: [Board Policy 1400](#)  
[Schedule 1400S](#)

Meetings  
School Board Meeting Schedule

Adopted: November 21, 1980  
Revised: October 25, 1993  
Updated: March 2001  
Updated: November 2013  
Revised: January 2019  
Revised: October 2022

**PROPOSED: July 2023**