



Spokane International Academy

December (Regular)

Published on December 21, 2022 at 12:55 PM PST

Amended on January 24, 2023 at 9:58 AM PST

Date and Time

Tuesday December 20, 2022 at 11:30 AM PST

Agenda

Purpose Presenter Time

I. Spokane International Academy Mission Statement

Spokane International Academy empowers its students with the academic skills, habits of mind, and global competence necessary to complete advanced courses in high school, and a college degree, in order to become leaders who can powerfully transform their communities.

II. Opening Items

11:30 AM

Opening Items

A. Record Attendance and Guests

1 m

B. Call the Meeting to Order

III. Consent Agenda

11:31 AM

The purpose of the Consent Agenda is to act upon routine matters in an expeditious manner. Items placed on the Consent Agenda as determined by the Chair, in cooperation with the CEO, are those that are considered common to the operation of the Board and normally require no special board discussion or debate. A board member may request that any item on the Consent Agenda be removed and inserted at an appropriate place on the regular agenda. Items on the Consent Agenda for this meeting include:

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Approval of minutes from a previous meeting • Approval of monthly financial statements • Acknowledgement of monthly enrollment reports • Approval of updated school policies and/or procedures 			
A. Approve Previous Minutes	Approve Minutes	Mary Velazquez	1 m
Approve minutes for November (Regular) on November 22, 2022			
B. Monthly Financials	Vote	Mary Velazquez	1 m

The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment.

General Fund -

- Payroll: Check Number 15357 through 15363, Direct Deposit Number 900004558 through 900004656 totaling \$662,372.81
- Mid-Month AP: General Warrant Numbers 15287 through 15301 totaling \$106,550.10
- Mid-Month AP: ASB Warrant Numbers 15286 \$800.00
- End of Month AP: General Warrant Numbers 15302 through 15345 totaling \$219,268.07
- Private Fund AP: Warrant Number 1408 totaling \$39.52
- Wire/ACH AP: Totaling \$1,513.73

See also the attached notes for AP and Payroll expenditure explanation

C. Budget Status/Enrollment Number/Quarterly Reports	FYI	Mary Velazquez	1 m
D. Policies/Procedures to Review/Approve	Vote	Travis Franklin	1 m

- Emergency Shared Leave Policy

IV. Public Comment

V. Staff Updates

11:35 AM

A. Board Presentation	FYI	TRAVIS FRANKLIN	1 m
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Purpose Presenter Time

VI. Academic Excellence

VII. Finance

VIII. Governance **11:36 AM**

- | | | | |
|---|-----|-----------------|-----|
| A. Open Public Meetings Act - Updated Guidance from WSSDA | FYI | TRAVIS FRANKLIN | 1 m |
|---|-----|-----------------|-----|

WSSDA released an updated Open Public Meetings Act manual for school boards. It is attached here for members to reference and use as a guide in future conversations.

- | | | | |
|----------------------|---------|----------------|------|
| B. Board Recruitment | Discuss | Mary Velazquez | 10 m |
|----------------------|---------|----------------|------|

IX. CEO Support And Eval

X. Strategic Planning **11:47 AM**

- | | | | |
|---------------------------------------|---------|----------------|------|
| A. New Head of School Job Description | Discuss | Mary Velazquez | 20 m |
|---------------------------------------|---------|----------------|------|

Review the proposed updated job description/roles and responsibilities for the Head of School (to begin Fall 2023). Use feedback from discussion to inform development of other positions for 202324 school year.

XI. Executive Session **12:07 PM**

A governing body subject to the OPMA is allowed to go into executive sessions *only* for the reasons listed in [RCW 42.30.110](#).

- | | | | |
|---|---------|----------------|------|
| A. Discuss the Performance of a Public Employee | Discuss | Mary Velazquez | 30 m |
|---|---------|----------------|------|

XII. Closing Items **12:37 PM**

- | | | |
|--------------------|------|--|
| A. Adjourn Meeting | Vote | |
|--------------------|------|--|

Contacting the Board

Members of the public who wish to contact the board regarding items on the agenda, or other relevant topics, may do so by emailing the board at boardofdirectors@spokaneintlacademy.org. The board will respond within a reasonable amount of time to at least acknowledge receipt of the message.

Public Participation During Meetings

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Chair is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for a presentation.

In order to assist the Board in its orderly conduct of the meeting, individuals wishing to be heard by the Board shall have the opportunity to state their name, address, and the topic they wish to speak to, either in writing at the beginning of the meeting, and/or verbally at the time the topic is addressed on the agenda, and before the Board takes action on such item. Individuals, after identifying themselves, will address the Board and proceed to make their comments as briefly as the subject permits.

The Board will not entertain oral complaints about school personnel. A member of the public wishing to make such a complaint shall do so in writing to the Board Chair who shall follow the school's adopted conflict resolution policy. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, or irrelevant.

The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Coversheet

Approve Previous Minutes

Section: III. Consent Agenda
Item: A. Approve Previous Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for November (Regular) on November 22, 2022



Spokane International Academy

Minutes

November (Regular)

Date and Time

Tuesday November 22, 2022 at 11:30 AM

Directors Present

James Wilburn (remote), Jeff Hyslop (remote), Mary Velazquez (remote), Matthew Hoag (remote), Stacy Hill (remote)

Directors Absent

Ken Vorhees

Guests Present

Morgen Flowers-Washington (remote), Travis Franklin (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Mary Velazquez called a meeting of the board of directors of Spokane International Academy to order on Tuesday Nov 22, 2022 at 11:30 AM.

II. Consent Agenda

A. Approve Previous Minutes

Mary Velazquez made a motion to approve the minutes from October (Regular) on 10-25-22.

Matthew Hoag seconded the motion.

The board **VOTED** to approve the motion.

B. Monthly Financials

Matthew Hoag made a motion to Approve monthly financials.

Jeff Hyslop seconded the motion.

The board **VOTED** to approve the motion.

C. Budget Status/Enrollment Number/Quarterly Reports

D. Policies/Procedures to Review/Approve

Jeff Hyslop made a motion to Approve the out of endorsement resolutions presented.

Stacy Hill seconded the motion.

The board **VOTED** to approve the motion.

III. Strategic Planning

A. Staff Survey Feedback

Mrs. Flowers presented the results from a recent staff survey.

IV. Executive Session

A. Discuss the Performance of a Public Employee

No executive session was held during this meeting.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:20 PM.

Respectfully Submitted,

Travis Franklin

Contacting the Board

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Public Participation During Meetings

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In order to assist the Board in its orderly conduct of the meeting, individuals wishing to be heard by the Board shall have the opportunity to state their name, address, and the topic they wish to speak to, either in writing at the beginning of the meeting, and/or verbally at the time the topic is addressed on the agenda, and before the Board takes action on such item. Individuals, after identifying themselves, will address the Board and proceed to make their comments as briefly as the subject permits.

The Board will not entertain oral complaints about school personnel. A member of the public wishing to make such a complaint shall do so in writing to the Board Chair who shall follow the school's adopted conflict resolution policy. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, or irrelevant.

The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Coversheet

Monthly Financials

Section: III. Consent Agenda
Item: B. Monthly Financials
Purpose: Vote
Submitted by:
Related Material: Additional notes for AP_Payroll.Board.docx (2).pdf
Dec Payroll 2022.pdf
Dec mid AP 2022.pdf
Dec mid AP 2022 ASB.pdf
Dec EOM AP 2022.pdf
Private ck register 12.22.pdf
Wire register 12.22.pdf

Additional notes for Accounts Payable –

Recurring Monthly Bills-

Amazon \$5,834.45 School supplies
Avista \$12,000.00 services for Electricity
Rodney, Braun \$4,307.98 Rent for Home office
City of Spokane \$3,441.04 Water and Sewer services
Harlow's \$62,959.05 Transportation Service for Nov
Inland Northwest Therapy \$17,701.50 Speech/Occupational service
Joule Growth Partners \$1,250 Contracted Financial Services
NMC \$12,701.19 Custodial Service
SIA-Magnesium LLC \$87,137.35 Lease payment for Bonds semi-annual payment
SIA-Magnesium LLC \$2,500.00 Repair & replacement payment for Bonds (Dec)
Umpqua Credit card \$1,513.73 School supplies
URM \$16,212.47 Food service supplies

Quarterly paid expenses-

NEWESD101 \$11,171.65 (2nd Qtr Data Processing \$9,656.65; IA Training \$1,515.00)

One time expenses-

Nimble \$5,500.00 HR Recruitment system (partially charge to PCM \$650.87)
Pro Mechanical \$23,305.84 Cooling tower replacement (Small School Stabilization fund)
Virco \$20,784.34 School Furniture (\$7,657.73-CSP; \$13,126.61-Charter School Association fund)
Sound Authority Entertainment \$800.00 DJ Services for dance(ASB fund)

Additional notes for Payroll-

December new hires include three Instructional IAs

December Resignations include an Instructional Aide, Custodian, Permanent/Long-term sub and Teacher.

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those payments have been recorded on a listing which has been made available to the board.

As of December 20, 2022, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: SIA PUBLIC FUNDS ACCT (AP) - UMPQUA BANK
 Check Number 15357 through 15363
 and for payment those Direct Deposits included in the following list and further described as follows: SIA PUBLIC FUNDS ACCT (AP) - UMPQUA BANK
 Direct Deposit Number 900004558 through 900004656
 in the total amount of \$662,372.81.

Secretary _____ Board Member _____
 Board Member _____ Board Member _____
 Board Member _____ Board Member _____

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 11:41 AM 12/16/22
 05.22.10.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1
 CHECK DATE: 12/30/2022 PERIOD ENDING DATE: 12/31/2022
 HR\PA\CP\PE - 748 - Board

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE HOURS</u>
CAD5	ADD PAY	6	5.0000		522.13	
CAPR3	ASSOCIATE PR	6	2.0000		19,837.51	192.00
CCFO3	CHIEF FIN OFF	1	1.0000		10,700.00	96.00
CCOU3	COUNSELOR	5	3.0000		12,380.28	160.00
CCUS4	FACILITIES	1	1.0000		221.20	-24.00
CDOP3	DIR OF OPS	2	1.0000		5,833.34	97.70
CDSS3	DIR OF SPECIAL	7	2.0000		13,429.29	144.00
CIA3	INST AIDE	48	21.0000		40,738.59	1560.00
CIAB3	INST AIDE	1	1.0000		1,813.28	120.00
CIM13	PRINCIPAL	6	1.0000		12,802.77	96.00
CINT3	INT COACH	7	4.0000		27,034.09	384.00
CKIT4	KITCHEN MGR	1	1.0000		2,571.83	96.00
CKT24	MGR FS/TRANS	2	1.0000		2,396.81	56.00
CKTA4	KITCHEN ASSIST	2	2.0000		4,457.28	192.00
CLGY5	LONGEVITY	15	13.0000		3,750.01	
CMGF3	MANAGER FINANCE	1	1.0000		3,846.04	96.00
CMGH3	HR SPECIALIST	1	1.0000		3,452.80	96.00
CNU13	NURSE	4	1.0000		4,968.34	96.00
COFF3	OFFICE ASSIST	4	2.0000		4,683.04	192.00
COPM3	FACILITES MGR	4	1.0000		10,700.00	96.00
CPSY3	PSYCHOLOGIST	6	1.0000		5,261.42	96.00
CSP25	SUPPLEMENTAL	1	1.0000		175.00	
CSUP3	SUPERINTENDENT	2	1.0000		13,820.84	96.00
CTC13	TEACHER	103	48.0000		245,091.93	4352.00
CTC23	TEACHER	1	1.0000		9,010.60	248.00
TADM3	ADMIN OFFICE	1		6.0000	167.22	6.00
TCUS4	CUSTODIAN	1		-6.6000	-121.77	-6.60
TECH3	TECHNOLOGY	1		8.0000	214.24	8.00
TIA3	INST AIDE	19		-155.1700	-2,930.94	-155.20
TKII4	KITCHEN ASST	2		-3.0000	-59.70	-3.00
TKIT4	KITCHEN MGR	2		-2.0000	-83.42	-2.00
TOFF3	OFFICE ASST	2		1.5000	25.36	1.50
TOFM3	OFFICE MGR	2		2.5000	38.71	2.50

CHECK DATE: 12/30/2022 PERIOD ENDING DATE: 12/31/2022

HR\PA\CP\PE - 748 - Board

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE</u> <u>HOURS</u>
TOV3	OVERTIME	4		6.0000	160.64	6.00
TOV4	OVERTIME	1		3.0000	96.39	3.00
TSU23	SUBSTITUTE	10		225.0000	4,895.28	225.00
TSUB3	SUBSTITUTE	5		66.5000	1,228.89	66.60
TSUB4	SUBSTITUTE	2		113.0000	2,420.46	113.00
	REPORT TOTAL	289	117.0000	264.7300	465,549.78	8802.50

CHECK DATE: 12/30/2022 PERIOD ENDING DATE: 12/31/2022

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	289	27,603.78
1FIT	FED INC TAX	FEDERAL TAX	289	32,646.11
1FIT+	FIT ADD AMT	FEDERAL TAX	41	3,281.61
1MED	MEDICARE	MEDICARE	289	6,610.82
1PFML	WA PAID FML	PFML	289	1,990.31
1ReE0	SERS PLAN 0	RETIREMENT	3	
1ReE2	SERS PLAN 2	RETIREMENT	65	3,635.30
1ReE3	SERS PLAN 3	RETIREMENT	54	3,454.79
1ReT0	TRS PLAN 0	RETIREMENT	8	
1ReT2	TRS 2	RETIREMENT	66	10,753.81
1ReT3	TRS PLAN 3	RETIREMENT	93	14,812.56
1WC	WORKERS' COMP	WORKERS' COMP	289	1,249.47
A5151	MED ADJ	OTH BEF TAX	1	37.00
ACH#2	ACH#2		2	2,586.67
ALTD	ADJ SUPP LTD		2	25.67
DCP	DCP	TSA-BEFORE TAX	2	47.94
HCFSA	Medical FSA	OTH BEF TAX	3	183.37
HEHSA	Health Eqty-HSA	OTH BEF TAX	4	725.00
KO2CR	Kai WA PPO2 E/C	OTH BEF TAX	4	233.00
KO2ER	Kai WA PPO2 EMP	OTH BEF TAX	14	665.00
KO3FR	Kai WA PPO3 FAM	OTH BEF TAX	2	555.00
KO3SR	Kai WA PPO3 E/S	OTH BEF TAX	1	370.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	9	156.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	4	259.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	4	154.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	19	377.00
KW2FR	Kai WA Core2FAM	OTH BEF TAX	10	528.00
KW2SP	KaiWACore2E/SPT		2	88.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	5	220.00
KWSCR	Kai WA SndChE/C	OTH BEF TAX	12	424.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	13	456.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	8	995.00
KWSSR	Kai WA SndChE/S	OTH BEF TAX	2	152.00
LTD50	Emp Pd LTD 50%		7	11.57
LTD60	Emp Pd LTD 60%		38	266.45
LTDBU	Supp LTD		118	697.04
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	6	456.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	6	174.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	5	413.00
PPER	Prem PkCrEPOEMP	OTH BEF TAX	4	82.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	4	130.00
PSER	Prem Std PPOEMP	OTH BEF TAX	6	148.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	2	111.00
V1CR	UMPACP-UWMedE/C	OTH BEF TAX	2	135.00
V1ER	UMPACP-UWMedEMP	OTH BEF TAX	6	154.00
VAER	UMP Achieve2EMP	OTH BEF TAX	2	101.00
VAFR	UMP Achieve2FAM	OTH BEF TAX	2	177.00
VHSAE	UMP CDHP EMP	OTH BEF TAX	8	175.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	3	75.00
VHSAS	UMP CDHP E/S	OTH BEF TAX	2	50.00
VUEP	UMP Achiev1EMPPT		2	111.00
VUER	UMP Achieve1EMP	OTH BEF TAX	18	321.00
VUFR	UMP Achieve1FAM	OTH BEF TAX	3	439.00

CHECK DATE: 12/30/2022 PERIOD ENDING DATE: 12/31/2022

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
			2142	119,503.27

CHECK DATE: 12/30/2022 PERIOD ENDING DATE: 12/31/2022

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	289	27,603.78
1MED	MEDICARE	MEDICARE	289	6,610.82
1PFML	WA PAID FML	PFML	289	727.93
1ReE0	SERS PLAN 0	RETIREMENT	3	
1ReE2	SERS PLAN 2	RETIREMENT	65	5,523.21
1ReE3	SERS PLAN 3	RETIREMENT	54	6,390.36
1ReT0	TRS PLAN 0	RETIREMENT	8	
1ReT2	TRS PLAN 2	RETIREMENT	66	19,624.06
1ReT3	TRS PLAN 3	RETIREMENT	93	31,920.71
1UC	UNEMPLOYMENT	UNEMPLOY COMP	289	1,926.40
1WC	WORKERS' COMP	WORKERS' COMP	289	2,103.76
SEBB	SEBB		209	94,142.00
VHSS1	UMP CDHP EE HSA		10	250.00
			1953	196,823.03

***** End of report *****

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of December 20, 2022, the board, by a _____ vote, approves payments, totaling \$106,550.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:
Warrant Numbers 15287 through 15301, totaling \$106,550.10

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
15287	AMAZON CAPITAL SERVICES	12/13/2022	4,391.91
15288	BRAY-WATERS, SHAILYNN	12/13/2022	42.56
15289	CITY OF SPOKANE	12/13/2022	3,441.04
15290	DE LAGE LANDEN FINANCIAL SERVI	12/13/2022	995.50
15291	DOUBLE, TOREE Lynn	12/13/2022	151.00
15292	LEAF CAPITAL FUNDING, LLC.	12/13/2022	52.64
15293	LEIJA, TONYA	12/13/2022	29.38
15294	MOON SECURITY SERVICE INC	12/13/2022	2,363.07
15295	PACIFIC PIE, INC.	12/13/2022	352.84
15296	SCHOLASTIC INC	12/13/2022	2,239.21
15297	SHIVA, INESSA S	12/13/2022	67.60
15298	SIA-MAGNESIUM LLC	12/13/2022	89,637.35
15299	T-MOBILE	12/13/2022	580.00
15300	THOMAS, CRYSTAL	12/13/2022	81.00
15301	US BANK	12/13/2022	2,125.00

15 Computer Check(s) For a Total of 106,550.10

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	15	Computer	Checks For a Total of	106,550.10
Total For	15	Manual, Wire Tran, ACH & Computer	Checks	106,550.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	106,550.10

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As of December 20, 2022, the board, by a _____ vote, approves payments, totaling \$800.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:
Warrant Numbers 15286 through 15286, totaling \$800.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
15286	SOUND AUTHORITY ENTERTAINMENT	12/13/2022	800.00
1	Computer	Check(s) For a Total of	800.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	800.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	800.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	800.00

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As of December 20, 2022, the board, by a _____ vote, approves payments, totaling \$219,268.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:
Warrant Numbers 15302 through 15345, totaling \$219,268.07

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
15302	AMAZON CAPITAL SERVICES	12/30/2022	1,442.54
15303	AUTO-CHLOR SYSTEM	12/30/2022	706.86
15304	Avista	12/30/2022	12,000.00
15305	BRAUN, RODNEY	12/30/2022	4,307.98
15306	C&C YARD CARE, INC	12/30/2022	1,858.45
15307	CENTURYLINK	12/30/2022	199.17
15308	COMCAST BUSINESS	12/30/2022	381.70
15309	DINN BROS. INC.	12/30/2022	159.00
15310	EDGEWOOD PARTNERS INS. CENTER	12/30/2022	2,424.00
15311	EDNETICS NETWORK	12/30/2022	3,515.02
15312	FATBEAM LLC	12/30/2022	1,390.00
15313	FIKES NORTHWEST, CORP	12/30/2022	62.48
15314	GOPHER	12/30/2022	121.96
15315	HARLOW'S SCHOOL BUS SERVICE IN	12/30/2022	62,959.05
15316	INLAND NORTHWEST THERAPY	12/30/2022	17,701.50
15317	JOULE GROWTH PARTNERS	12/30/2022	1,250.00
15318	LINC FOODS	12/30/2022	432.52
15319	MACKIN & LITTLE, INC	12/30/2022	2,678.98
15320	NEWESD 101	12/30/2022	9,656.65
15321	NEWESD 101	12/30/2022	1,515.00
15322	NIMBLE HIRING, PBC	12/30/2022	5,500.00
15323	NMC FRANCHISING, LLC	12/30/2022	12,701.19
15324	OSPI CHILD NUTRITION SERVICES	12/30/2022	974.56
15325	PACIFIC PIE, INC.	12/30/2022	578.52
15326	PATRIOT FIRE PROTECTION, INC	12/30/2022	577.70
15327	PIONEER VALLEY EDUCATIONAL PRE	12/30/2022	59.95
15328	PPC SOLUTIONS, INC	12/30/2022	621.00
15329	PRO MECHANICAL SERVICES, INC	12/30/2022	23,305.84
15330	PROFESSIONAL SPORTS PUBLICATIO	12/30/2022	1,975.00
15331	PURE FILTRATION PRODUCTS, INC	12/30/2022	439.92
15332	ROYAL BUSINESS SYSTEMS, INC	12/30/2022	1,840.13
15333	SCHOLASTIC INC	12/30/2022	687.57
15334	SCHOOL SPECIALTY, LLC.	12/30/2022	156.30

Check Nbr	Vendor Name	Check Date	Check Amount
15335	SPRAGUE PEST SOLUTIONS	12/30/2022	98.92
15336	STAPLES ADVANTAGE	12/30/2022	834.34
15337	SWANSON'S REFRIGERATION AND RE	12/30/2022	2,132.18
15338	TK ELEVATOR CORPORATION	12/30/2022	1,179.32
15339	URM	12/30/2022	16,212.47
15340	VIRCO INC	12/30/2022	20,784.34
15341	WA STATE CHARTER SCHOOLS ASSOC	12/30/2022	3,505.00
15342	WAXIE SANITARY SUPPLY	12/30/2022	10.82
15343	WORLD RELIEF	12/30/2022	200.00
15344	WSIPC	12/30/2022	70.18
15345	ZOOM VIDEO COMMUNICATIONS INC.	12/30/2022	59.96
44	Computer	Check(s) For a Total of	219,268.07

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	44	Computer	Checks For a Total of	219,268.07
Total For	44	Manual, Wire Tran, ACH & Computer	Checks	219,268.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	219,268.07

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of December 20, 2022 the board, by a _____ vote, approves payments, totaling \$39.52. The payments are further identified in this document. Total by Payment Type for Private Account, UMPQUA BANK: Warrant Number 1408 , totaling \$39.52.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
1408	Morgen Flowers	12/13/22	\$ 39.52
		1 Checks	For a Total of \$ 39.52

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of December 20, 2022 the board, by a _____ vote, approves payments, totaling \$1,513.73. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$1,513.73.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	November Statement	12/13/22	\$ 1,513.73
		1 ACH/Wire	For a Total of	\$ 1,513.73

Coversheet

Policies/Procedures to Review/Approve

Section: III. Consent Agenda
Item: D. Policies/Procedures to Review/Approve
Purpose: Vote
Submitted by:
Related Material: 5406 Leave Sharing (1).docx

Adopted

Policy 5406 – Leave Sharing

Section 5000 - Personnel

Title – Leave Sharing

Number - 5406

The district will establish and administer a leave sharing program through which eligible employees may donate excess leave for use by an eligible recipient who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition; who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporarily disabled because of pregnancy disability; who is on parental leave; or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment.

The superintendent or designee is directed to develop a procedure for administering the leave sharing program in a manner consistent with state law and applicable collective bargaining agreements.

Procedure No. 5406P Leave Sharing

A. A school employee is eligible to receive donated leave if the following conditions are met:

1. The staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition; is a victim of domestic violence, sexual assault, or stalking; needs time for parental leave; is sick or temporarily disabled because of pregnancy; or has been called to service in the uniformed services.
2. The staff member's condition or circumstance has caused or is likely to cause the staff member to:
 1. Go on leave – without pay status; or
 2. Terminate their employment;
3. The staff member's absence and the use of shared leave are justified by documentation;
4. The staff member has depleted, or will shortly deplete, their annual leave and sick leave reserves (a staff member who is sick or temporarily disabled because of pregnancy or using parent leave does not have to deplete all annual and sick leave reserves; they can maintain up to 40 hours of annual leave and 40 hours of sick leave in reserve);
5. The staff member has abided by district rules regarding sick leave use; and
6. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

The superintendent or designee will determine the amount of leave, if any, which a staff member may receive under this policy and procedure. However, a staff member shall not receive more leave than the number of contracted days remaining within their contract for the current school year.

B. School employees may donate leave as follows:

1. A staff member who has an accrued annual leave balance of more than ten (15) days may request that the superintendent or designee transfer a specified number of days to another person authorized to receive shared leave. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (15) days;
2. A donating staff member must retain a minimum of 120 hours of sick leave after the transfer;

3. A staff member who does not accrue annual leave but who has an accrued sick leave balance of more than fifteen (15) days may request that the Payroll Department transfer a specified amount of sick leave to another person authorized to receive shared leave, or to the district's shared leave pool. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than fifteen (15) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies;
4. The number of leave days transferred will not exceed the amount authorized by the donating staff member;
5. Any leave donated by a staff member which remains unused will be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member will be returned on pro-rata basis.

C. Leave will be calculated on a day-donated and day-received basis.

D. All leave must be donated voluntarily and anonymously.

E. The district will require the employee or their legal representative to submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature, and expected duration of the condition. (WAC 392-126-095)

Coversheet

Open Public Meetings Act - Updated Guidance from WSSDA

Section: VIII. Governance
Item: A. Open Public Meetings Act - Updated Guidance from WSSDA
Purpose: FYI
Submitted by:
Related Material: Open-Public-Meetings-2022-web.pdf



OPEN PUBLIC MEETINGS

A Guide for School Board Members and Superintendents



OPEN PUBLIC MEETINGS

A Guide for School Board Members and Superintendents

Table of Contents

Introduction	3
Meetings	4
Location	4
Attendance	5
Adjournments and Continuances	5
Minutes	5
Regular Meetings	6
Agendas	6
Public Comment	7
Executive Sessions	8
Personnel Matters	8
Board Member Candidates	9
Litigation and Potential Litigation	9
Special Meetings	10
Emergency Meetings	10
Other Meetings	10
Exempt Meetings	12
Consequences for Violating the OPMA	13
Conclusion	14
Frequently Asked Questions	15

Prepared by the Washington State School Directors' Association, Published November 2022

Introduction

Representative democracy relies on the informed trust of the citizens. School board members fulfill a crucial role in service to their communities by governing large sums of money and influencing the future of the community's children. Without the informed trust of the citizens, this enterprise will fail. Trust may be lost directly or through inattention to detail. One way for school boards to retain the informed trust of their communities is to comply with the law that addresses their communities' reasonable expectations while conducting their public meetings effectively.

To help boards preserve the trust of their communities, this manual focuses on the provisions of Washington's Open Public Meetings Act (the "OPMA") while also addressing other legal requirements and nonlegal issues surrounding effective and responsive public meetings. (The full text of Chapter 42.30 RCW, the Open Public Meetings Act, can be found at: <https://app.leg.wa.gov/rcw/>.) This manual is written exclusively for school districts and school boards to help them follow the OPMA. Keep this manual as a resource to dispel common misconceptions and foster sophisticated compliance with the law.

Meetings

Under the OPMA, all school board meetings—whether regular or special—must be open to the public.

A meeting for the purposes of the OPMA means a meeting where action is taken. “Action” is defined broadly as the transaction of the official business of the board, which includes, but is not limited to, receiving public testimony, deliberating, discussing, considering, reviewing, evaluating, and taking final action. “Final action” means a collective positive or negative decision or an actual vote by a majority of the members of the board upon motion, proposal, resolution, or order.

A meeting occurs when a majority of board members are present and transact official business. So, for purposes of the OPMA, a meeting occurs if a majority of board members discuss or consider official business—no matter where the discussion or consideration may occur. That means a meeting could occur if a majority of the board simply exchanges emails with one another about official business. Accordingly, board members must be painstakingly aware of how many of their colleagues are participating in conversations—whether in person, over the phone, or by email.

A meeting, however, doesn’t automatically occur simply because board members are together. In fact, the OPMA expressly permits board members to travel together or engage in other activities, such as social events, so long as they don’t discuss official business. For example, provided that the board does not discuss district business, the board could travel to a retreat together in a district van without announcing a special meeting for the time spent traveling in the van; but if they discuss the performance of the football coach, they’ve held a meeting without following the OPMA. As another example, board members could all attend a high school graduation without setting a special meeting, but if they start discussing revising the district’s graduation policy—that would constitute a meeting.

Additionally, a meeting doesn’t occur just by an email being sent to all board members. Board members can passively receive information through email. The key is that board members, in fact, passively receive emails, without exchanging preliminary thoughts. If board members start discussing the information by sending emails back and forth, that would be a meeting. So, board members need to be vigilant about not creating impermissible email chains.

School districts should also be mindful that if the board creates a committee and gives that committee authority to make decisions on the board’s behalf, that committee’s meetings are subject to the OPMA—whether the committee includes board members or not. For example, if a board delegates authority to a curriculum committee to decide what curriculum should be used in the district, the curriculum committee’s meetings are subject to the requirements of the OPMA.

LOCATION

Meetings must have a physical location where the public can attend, with two exceptions that will be addressed below.

The location of a meeting doesn’t have to be within district boundaries. However, holding meetings outside of district boundaries could hinder the public from participating. Thus, meetings should typically be held at a location within district boundaries.

Even though meetings must be held at a physical location, board members may attend a meeting by phone or through other electronic means that allow for real-time oral communication. Additionally, the OPMA encourages but does not require boards to offer the public an option to attend meetings remotely.

The first exception to the requirement for a physical location is a declared emergency. If a local or state government or agency or the federal government declares an emergency, and the board determines that it cannot safely hold an in-person meeting, a physical location is not required for a meeting. In that situation, the board could hold a remote meeting without providing a physical location, or it could hold a meeting at which in-person attendance is limited.

If a meeting is held remotely or with limited in-person attendance, the board must provide an option for the public to listen to the meeting telephonically or by using a readily available alternative in real-time that does not impose any additional cost on the public to participate.

Further, if a meeting is held remotely or with limited in-person attendance, notice must be provided that includes instructions on how the public can listen to the proceedings and how the public may access any other electronic means of remote access offered by the board.

The second exception to the requirement for a physical location applies to boards that held some of their regular meetings remotely before March 1, 2020. Those boards may continue to hold some of their regular meetings entirely remotely without a declared emergency as long as the public can listen to the meeting telephonically or by using a readily available alternative in real-time that does not impose any additional cost on the public to participate.

ATTENDANCE

A board cannot place conditions of attendance on members of the public who wish to attend a meeting. For example, the board cannot require those attending a meeting to sign in and provide their names and addresses. However, a board may impose generally applicable conditions that the board has determined are reasonably necessary to protect the public health or safety or to protect against interruption of the meeting. For example, in meetings where public comment is received, a board could limit each person's time to three minutes, preventing an individual from derailing a meeting.

If those attending a meeting are disruptive, making orderly conduct of the meeting unfeasible, they may be removed. And if removing the individuals doesn't restore order, the board may clear the room and continue the meeting, allowing press or new media representatives who didn't cause the disturbance to remain. Alternatively, the board may adjourn the meeting and reconvene at another location selected by a majority vote.

ADJOURNMENTS AND CONTINUANCES

Meetings may be adjourned (i.e., rescheduled) from one time to another. Notice of the adjournment—specifically the date, time, and place of when the meeting will reconvene—must be provided in writing to each board member and to any media outlet having requested such notice at least twenty-four hours before the meeting is scheduled to reconvene. The notice must also be posted outside the place where the meeting was held.

A hearing that is part of a meeting may also be continued from one meeting to the next. The notice of continuance is made in the same manner as the notice of adjournment.

MINUTES

Minutes must be kept of each board meeting, must be promptly recorded, and must be open to public inspection. The superintendent has the legal responsibility to see that minutes are recorded. (RCW 28A.400.030(1))

At a minimum, the minutes should include the following: the date, time, and place of the meeting; the presiding officer; members of the board in attendance; items discussed, motions made, and results of votes on motions; any action to enter into the executive session and the purpose of the executive session; and the time the meeting ends.

Boards may have traditions of more elaborate minutes reflecting more details of discussion or how individual members voted. However, such a tradition is not necessary; and if it leads to disagreements regarding the conduct of meetings or the content of the minutes, it should be discontinued.

If a voice vote is taken, the president or chair shall announce the motion passed or failed, if there is no contradiction by the board. The record needs to reflect only whether the motion passed or failed, not each member's vote. Some matters—election of board officers, filling board vacancies and selection of a superintendent—require a roll call vote and the results of the vote recorded by name. It should be noted that the OPMA bars any secret voting by school board members and other governing officials.

Although not required by law, boards are encouraged to make an audio or video recording of all regular meetings and to make the recordings available online for a minimum of six months.

Regular Meetings

“Regular meetings” are regularly recurring meetings that are held in accordance with a schedule adopted by the board and included in board policy. Accordingly, school boards should adopt a policy announcing when their regular meetings will be held. A board’s policy should identify the date, time, and place of the board’s regular meetings. For example, this could be a description of when a board will hold its regular meetings: “Regular meetings will be held on the first Tuesday of each month at 7:00 p.m. in the central administration office.” (See Model Policy 1400)

In adopting a schedule for regular meetings, boards should keep in mind that they must hold regular meetings at least once a month. (RCW 28A.343.380) Boards will also want their adopted policy to include that if a regular meeting falls on a legal holiday, the meeting is automatically held on the next business day at the usual time and place.

Beyond including the schedule for regular meetings in board policy, there is no other notice requirement for a regular meeting under the OPMA. Traditions, such as publishing notice of meetings in the local newspaper, are not necessary.

Boards should be rigorous in adhering to their regular meeting schedules, and each board member should take responsibility for being available on regular meeting dates. There is no provision in the law for “skipping” or “moving” a regular meeting date—except doing so permanently by amending board policy.

Some boards have a tradition of moving meetings from one school to another to be more available to the people on each staff and in each neighborhood and attendance area. This is a responsive practice consistent with the spirit of the OPMA. Unfortunately, that practice makes it difficult to comply with the letter of the law, which requires stating in policy the location of regular meetings. There are ways to address this problem. One option is for a board to include a fixed rotation for the location of regular meetings in its adopted board policy. Another alternative is to have a fixed location for one meeting per month and to treat the other meeting with a rotating location as a special meeting.

AGENDAS

Generally, the superintendent, in close consultation with the board president or chair, prepares a proposed agenda and assembles the supporting materials for the board’s approval and adoption at the meeting. It should be the practice of the district to ensure that each board member receives the meeting packet well in advance of the meeting.

The proposed agenda for a regular meeting must be posted on the district website no later than twenty-four hours in advance of the published start time of the meeting. Subsequent modifications to the agenda are permissible.

The public maintains the right to have access to the board agenda and to most of the supporting material under the Washington state Public Records Act. Some of the supporting materials, such as sensitive briefing materials, are not subject to public disclosure due to various exceptions in the public records act, but the exceptions are narrow. The exceptions primarily cover materials invading the privacy of employees or identifying students, or preliminary briefing documents that can be kept private until a final decision is made. Whenever a public records request is made that might involve documents subject to these exceptions, the district should consult with its attorney about the application of the exceptions. Be sure to act quickly enough to respond to the requestor within five business days.

Members of the public do not have a legal right to place matters on the board agenda. Matters may come before the board through the district’s complaint process, often with the final appeal to the board. Some districts also allow members of the public to request time to make a presentation at the beginning or end of a board meeting.

It is recommended that individual board members collaborate with the president or chair and the superintendent to place matters of concern on the agenda. This provides for full preparation for agenda items at the board meeting. Similarly, the board president or chair and superintendent should be reasonably responsive to requests from board members for agenda items. Surprise agenda amendments serve no one well.

If a board member wishes to have something addressed on the agenda that the board president has not included, the board member may move under parliamentary procedure to have the agenda amended to include the issue. If a majority of those present agree, the agenda is amended to address the board member’s concern.

In addition to conforming with the OPMA, school board meetings should be conducted pursuant to Robert's Rules of Order. WSSDA offers a guide to parliamentary procedure written specifically for school boards.

PUBLIC COMMENT

The OPMA requires boards to allow public comment at or before every regular meeting at which final action is taken unless there is an emergency. The OPMA encourages boards to incorporate and accept public comment even when not required by law. Remember, the OPMA is not the only legal consideration connected to public comment periods. Other state statutes require that boards offer the opportunity for public comment before adopting written policies that promote the education of K-12 students or will promote the effective, efficient, or safe management and operation of the district. (RCW 28A.320.015) Additionally, public comment periods have First Amendment protections.

Public comment may be taken orally during the meeting or submitted in writing before or at the meeting.

If the board accepts written comments, the comments must be distributed to the board members. Further, if the board accepts written comments before a meeting, the board may set a reasonable deadline for the public to submit their comments beforehand.

A board may put limits on the time available for public comment and doesn't have to accept public comment that renders the orderly conduct of the meeting unfeasible. Moreover, a board may stop an individual from speaking when that individual is not recognized by the board to speak.

A situation may arise where an individual wants to make oral comments at a meeting but has difficulty attending the meeting because of a disability, limited mobility, or any other reason that makes physical attendance difficult. If the individual requests the opportunity to provide oral comment remotely, the board must provide that opportunity when feasible and if public comment will be accepted from other members of the public at the meeting.

Executive Session

Parts of board meetings can be held without the public. These portions of the meeting are called executive sessions. If the board is going into executive session, the president or chair must announce the general purpose of the session and how long it will last. If the executive session runs longer, the president or chair must make another announcement extending the session.

When announcing the purpose of the executive session, the board member making the announcement must provide sufficient information to identify that the purpose falls within one of the statutorily authorized reasons for going into executive session. For example, stating that the board is going into executive session to discuss personnel matters would not be sufficient.

The meeting minutes must reflect the executive session and its purpose. Additionally, the minutes should note if the executive session was extended and when it ended. A detailed record of the executive session should not be made. Despite the confidentiality of the matters discussed in executive session, a record of the session is subject to disclosure under the state Public Records Act.

There are seventeen statutory reasons for an executive session. Only nine of them, however, apply to school boards. Here are those reasons::

- To consider matters affecting national security;
- To consider, in compliance with data security breach disclosure requirements and with legal counsel available, information regarding the infrastructure and security of computer and telecommunication networks, security and service recovery plans, and security risk assessments and security test results that if made public might increase the risk to the confidentiality, integrity, or availability of district security or might increase the risk to information technology infrastructure or assets;
- To consider the selection of a site or the acquisition of real estate if public knowledge of the matter might increase the price;
- To consider the minimum price at which to sell or lease real estate if public knowledge of the matter might depress the price (final action selling or leasing real estate, though, must be taken in a public meeting);
- To review negotiations on the performance of a publicly bid contract if public knowledge might increase costs;
- To receive and evaluate complaints or charges against an employee or board member (however, the person complained against may request a public hearing or a meeting open to the public to address the complaint or charge);
- To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee (final actions, though, must be taken in public and discussions affecting employees generally must be held in public too);
- To evaluate the qualifications of a candidate for appointment to elective office (interviews and the final appointment, though, must be held in public); and
- To discuss with legal counsel matters relating to enforcement actions or to discuss with legal counsel litigation or potential litigation if public discussion might result in an adverse legal or financial consequence.

PERSONNEL MATTERS

It is not permissible to go into an executive session to discuss personnel issues generally. In an executive session, a board can receive and evaluate complaints about a public employee, evaluate the qualifications of an applicant for employment, or evaluate the performance of an employee. Executive sessions about personnel issues must be specifically tailored to those exceptions.

In receiving and evaluating complaints against public employees, boards should follow applicable complaint procedures before receiving the complaints. For example, under WSSDA Model Policy 4220, a community member can bring a complaint against an employee, but the complaint must first be heard by building-level and district-level administrators before it goes to the board. And, as a reminder, when a board receives a complaint in executive session, any personnel action that it takes in response to the complaint must be made in open session.

Evaluating the qualifications of an applicant for public employment could involve interviewing candidates, discussing candidates'

qualifications for a position, or discussing a particular applicant's terms of employment. Evaluating the qualifications of an applicant doesn't include discussing the interviewing process itself or taking preliminary votes that eliminate candidates from consideration. The selection of an applicant must be made in open session.

Reviewing the performance of an employee typically involves considering a promotion, considering disciplinary action based on an employee's performance, or simply evaluating an employee. For example, boards usually evaluate the performance of superintendents annually, which can be done in executive session. However, if a board takes an action based on that evaluation (e.g., extends a superintendent's contract), that action must be taken in open session.

BOARD MEMBER CANDIDATES

Unlike with applicants for public employment, interviews of applicants for elective office must occur in open session. Boards, however, may go into executive session to discuss the qualifications of the candidates.

Board members are often concerned that applicants for appointment to board vacancies will sit in on interviews of other applicants for the position, trying to gain an advantage. A board, though, may ask other applicants to wait outside the meeting room while interviewing another applicant. Although the applicants have the legal right to stay, the board has complete discretion regarding the filling of the appointment and may legitimately consider the applicants' capacity to cooperate and behave fairly.

LITIGATION AND POTENTIAL LITIGATION

A board cannot go into executive session simply because its attorney will be present. To invoke the litigation or potential-litigation reason for going into executive session, a board must be in litigation or be facing potential litigation.

In determining whether the potential-litigation reason applies, one of the following must apply:

- The district has been specifically threatened with litigation;
- The district reasonably believes litigation may be commenced against it; or
- The district is discussing the possibility of litigation or the legal risks associated with a proposed action or current practice when public discussion of the litigation or legal risk is likely to lead to an adverse legal or financial consequence.

Special Meetings

Any meeting of the board that is not a regular meeting as set out in the board's policy is a "special meeting." A special meeting of the board may be called by the president or chair of the school board or by a majority of the board.

Each member must receive written notice of the special meeting, either by mail, fax, email, or personal delivery. A board member may waive their right to receive notice by filing a written waiver or by actually attending the meeting.

Any radio or television station or newspaper may file with the district a request to be notified of special meetings of the board. Any media outlet that has filed such a request must receive the same notification as board members.

Notice must also be posted on the district's website and must be prominently displayed at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters and is not held as a remote meeting.

All required notices must be delivered or posted not less than twenty-four hours prior to the special meeting.

The notice must include the time and place of the special meeting and the business to be transacted. An agenda, or list of the business to be transacted, is required in advance of the meeting. The board cannot take final action at a special meeting on any matter not on the original notice and agenda.

A special meeting can be held for the purpose of holding an executive session. The meeting notice should state the reason for the executive session. The special meeting is called to order, the president or chair announces the board is going into executive session, and the meeting can proceed. The minutes are brief, showing when the meeting was called to order, who was present, the general purpose for the executive session and any actions taken by the board, if any, when they return to open session.

EMERGENCY MEETINGS

Notices for special meetings need not be issued if the meeting has been called to deal with emergencies involving injury to persons or property or the likelihood of such injury if the time requirement is impractical and would increase the likelihood or severity of injury or damage or when the required notice cannot be posted or displayed with reasonable safety. The law also provides that fire, flood, earthquake, or other emergencies are grounds for holding a meeting at another time or site and notice requirements may be suspended. Under the law, emergencies that qualify for suspending the notice requirements are extremely rare. If it is at all reasonable to adhere to the notice requirements, they should be followed.

OTHER MEETINGS

School boards call their meetings all sorts of things, such as study sessions or board retreats. But simply calling their meetings something other than a regular or special meeting does not have a legal impact under the OPMA.

As mentioned earlier, a meeting happens any time a majority of board members are present and action occurs, and action is defined broadly. So, the following are examples of meetings that must comply with the OPMA:

- A meeting with another governing body, like a city council, county commission, library board, or tribal council where board members discuss official business;
- A school-community forum where a majority of board members receive public testimony; and
- Attendance at a staff retreat where a majority of board members attend and consider staff input.

All of these examples would be special meetings of the board and should be handled through the notice of special meetings process.

If the board has regularly scheduled study sessions, those should be noted in the board's regular meeting policy so that the district need not go through special meeting notices each time the study session is held. If study sessions are more infrequent, then the

district must go through the special meeting notice process.

Despite the possibly sensitive nature of board retreats, there is no exception allowing them to be held in private or in executive session. They may be held out of the district, but the special meeting notice process must be followed. Aspects of the board retreat subject to a legitimate executive session (an evaluation of the superintendent, for instance) can be done in executive session, but the retreat as a whole is generally a public meeting. There is no provision for the board evaluating itself or each member in an executive session.

Exempt Meetings

Some meetings frequently held by school boards are not subject to the OPMA. They are sometimes called “private” or “closed” meetings but are more precisely referred to as “exempt” meetings.

The board need not provide public notice or public access when it is gathering for collective bargaining sessions, grievance meetings, or discussions on the interpretation or application of a collective bargaining agreement. The same is true of gatherings to plan or adopt positions or strategies for collective bargaining, professional negotiations, grievance or mediation proceedings, or for reviewing counterproposals.

Some boards mistakenly conduct such activities in executive session. There is no executive session exception for collective bargaining activities. It is more accurate to excuse the public from the meeting room without the minutes reflecting an executive session. It is also important to remember the district’s flexibility under this provision when the collective bargaining process is particularly tense, especially if a strike is contemplated or underway. The board may not want to hold a meeting that has been publicly announced if it is possible the meeting will be subject to picketing or interruptions. If the meeting regards collective bargaining strategies, no public notice or access to the meeting is required.

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. Again, these hearings can and should be held without public notice and without public access to the meeting. Especially in student discipline cases, the district is obligated under the federal Family Educational Rights and Privacy Act (FERPA) to keep student information confidential. Witnesses needed to testify at the hearing may be present, and the person appealing the discipline may choose to have people present, but the hearing is not open to the general public.

Consequences for Violating the OPMA

Final actions taken in a meeting violating a provision of the OPMA are invalid. Those actions can typically be corrected by taking final action at a subsequent meeting that complies with the OPMA. However, merely ratifying an invalid final action in a subsequent meeting will not cure the previous invalid action.

Besides final actions being invalid, there are other consequences for violating the OPMA. Any person who believes the OPMA has been violated may file suit in superior court. If a court finds that the OPMA was violated, it can do the following:

- Issue an injunction to stop the OPMA violations or to prevent threatened violations;
- Impose a \$500 civil penalty against each board member who knowingly violated the OPMA for the first time;
- Impose a \$1,000 civil penalty against each board member who previously had a civil penalty assessed against them; and
- Award the person who brought the suit reasonable attorney's fees and costs associated with the suit.

On the other hand, if the suit is found to be frivolous, the district can request recovery of its reasonable expenses and attorney's fees.

Conclusions

Accurate application of the OPMA in school board affairs allows board members, staff, and the public to focus on the important policy and governance issues confronting the district rather than worry about the practical aspects of running efficient and legal meetings.

Mistakes made in conducting open meetings raise unnecessary concerns about the board's responsiveness to the public. Unrealistic public expectations can also undermine the effective governance of the district if members of the public are permitted to dominate meetings or violate privacy interests. Public participation can be an important aspect of a well-run meeting if it is conducted in an appropriate context. Public involvement that undermines the representative nature of school board service does not enhance the governance of the district.

Understanding the appropriate application of the OPMA will facilitate the governance of the district and enhance the public's confidence.

Frequently Asked Questions

Q. How do we establish a regular meeting?

A. The board is required by state law to adopt a board policy that identifies the date, time, and place of the board's regular meetings.

Q. We established a regular meeting schedule at the beginning of the year, but now we want to change it. What do we do?

A. The board must amend the board policy to identify the new dates, times, and places of the board meetings.

Q. We need to cancel our regularly scheduled meeting because we do not have a quorum. What should we do?

A. If the board knows more than 24 hours in advance, the meeting should be cancelled and rescheduled as a special meeting.

Q. What is the difference between an executive session and a “private,” “closed” or “exempt” meeting?

A. An “executive session” is that part of the meeting that can be held without the public. The specific reason for an executive session is listed in the law. The board chair must announce the purpose of the executive session and how long it will last. “Private meetings,” also known as “closed” or “exempt meetings,” are meetings that are not covered by the Open Public Meetings Act. For example, student disciplinary hearings and collective bargaining sessions with employee groups do not require public notice or access.

Q. The board may go into executive session to “consider” several matters. Does “consider” include making a decision?

A. No, the executive session is limited to consideration of the issue. The voting and collective decision-making should take place in an open meeting.

Q. Can we always call an executive session whenever we are having a discussion with our attorney?

A. No, having an attorney in the room does not automatically qualify for an executive session. An executive session can be called to discuss litigation or potential litigation where the district is likely to be a party and a public discussion could result in adverse legal or financial consequences.

Q. Are we really having a meeting if no final action takes place?

A. A meeting can occur even if the members are not in the board room. A meeting occurs whenever action takes place. Action is a “transaction of official business.” Transaction of official business can include discussion, consideration, public testimony, review, evaluation, deliberation, and final action.

Q. An issue has come up and we need to handle it immediately, but our next board meeting is a month away. What do we do?

A. The board chair or a majority of the members can call for a special meeting. Twenty-four hours of written notice must be given to the board members and to any media organization that has requested written notice of special meetings. The notice can be sent either through the mail, by fax, by electronic mail, or personally delivered. The notice must include an agenda, and the the board may not consider any matter not on the agenda at the meeting.

Q. The board has appointed a committee to take public input on the new curriculum offerings. Must the board committee abide by the OPMA?

A. Yes, “governing body” is defined as any committee of the board when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment. If the curriculum committee is acting on behalf of the board, they must abide by the OPMA.

Q. Can the board prohibit video or sound recording of a public board meeting?

A. No, the board cannot ban video or sound recording of a meeting required to be open to the public unless the video or recording disrupts the meeting. If disruption occurs, the board can regulate recording or taping to the extent necessary to preserve order at the meeting.

Q. What are the penalties for violating the OPMA?

A. Final action taken at a meeting failing to comply with the OPMA is null and void. Also, each member of the board who attends a meeting held in violation of the OPMA may have a \$500 (or \$1,000 if it is their second offense) civil penalty imposed against them.

Q. Is OPMA training required?

A. Yes. State law now requires that all school board members complete training on the requirements of the OPMA (in addition to training on the Public Records Act and records retention) within 90 days of taking the oath of office or otherwise assuming the duties of a board member. School board members must take refresher training every four years that they remain in office. All completed training must be documented in writing and filed in the district. Training may be completed remotely through technology or in person. Regional training information is available on the WSSDA website.



The Washington State School Directors' Association provides its members research-based leadership development resources, policy and legal guidance, and legislative advocacy. WSSDA builds leaders by empowering its members with tools, knowledge, and skills to govern with excellence and advocate for public education.

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Coversheet

New Head of School Job Description

Section: X. Strategic Planning
Item: A. New Head of School Job Description
Purpose: Discuss
Submitted by:
Related Material: CEO Roles and Responsibilities (12-1-22).pdf
Head of School Roles and Responsibilities (Updated 12-1-22).pdf



Chief Executive Officer Responsibilities

Organizational Growth and Development	Leadership & Management	Compliance	Academic Excellence	Board of Directors
Leads the work of the Board to identify future priorities and growth opportunities	Manages and evaluates leadership team; COO and CFO	Acts as primary point of contact for WA Charter Commission	Supports curriculum and instruction staff to define programmatic priorities	Serves as an ex-officio member of the Board
Creates annual priority plan, allocates resources to meet its needs, and executes / reports out against the priority plan	Provides professional development opportunities for leadership team	Ensures the prompt and correct submission of all reports required at the local, state and federal level	Evaluates the strength of the academic program through student achievement results	Serves on all board committees except HoS support and evaluation
Assesses priority plan on a regular basis to evaluate organizational efficiency	Development	Establishes and maintains relationship with legal counsel to ensure legal support exists for all HR and family related issues		Creates a dashboard of information in the areas of finance, academics and the relevant info for the board
	Cultivates foundations corporate relationships, and potential donors	Ensures organization is abiding by all applicable laws and regulations in the areas of education, health and safety		Handles all logistics and materials for board meetings
Finance	Manages fundraising software and database	Ensures that the academic program is executed in alignment with the terms of the charter	Operations	Communicates regularly with board chair to align governance and management
Manages the activities of the CFO	Assists staff in pursuing grant opportunities		Manages the activities of the COO	Marketing and Visibility
Ensures annual budget reflects the organizational priority plan and that mid-year budget modification reflects emerging needs and priorities	Serves as a board member for the SIA Foundation		Ensures operational plan is implemented properly	Plans and/or attends local, state and national events
Ensures all recommendations from the financial audit are addressed	Staff Recruitment, Selection & Dismissal		Ensures enrollment targets are met	Regularly evaluates and refines marketing materials, social media, and website
Serves on board finance committee	Manages Nimble hiring platform to ensure recruitment of new staff is possible	Technology	Ensures adequate funds are being allocated to support high quality operations	Meets with politicians, funders, and other leaders on a regular basis
	Selects/dismisses COO, CFO	Manages the school's Director of Technology		
		Manages all student LMS platforms		

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Head of School Responsibilities

Parent Outreach	Student Achievement & Support	School Culture	Teacher Selection & Evaluation	Operations, Logistics and School Safety
Sends out weekly school-wide newsletter	Reviews and shares interim achievement data and reallocates resources of time, people and money to meet staff and student needs	Provides teacher training during in-service on all school routines and procedures	Conducts teacher candidate interviews	Creates daily and weekly classroom schedule
Plans and attends all school community building events such as curriculum nights and international night	Collaborates with DCI on intervention program for ELA and Math	Establishes routines for onboarding new students and welcoming returning students back to the school	Ensures that classrooms have common components posted such as REACH values, expectations and school mission	Collaborates with DFO to develop school safety plan
Attends CAT meetings and presents on school news		Ensures the execution of an after-school enrichment program	Conducts teacher evaluations; determine if teachers need to be placed on improvement plans	Works with DFO to order resources that are needed in the school and are appropriately budgeted for
Responsible for communicating all non-emergency school news and updates to families via Bloomz	Leadership and Operating Values	Issues suspensions and recommends students for expulsion	Conducts regular classroom walkthroughs and formal observations	Works with CFO to develop short and long term budget
	Demonstrates the qualities of an influential communicator, efficient manager, strategist and effective teacher	Plans and executes local, statewide and international trips for students in alignment with our mission	Makes final academic program hiring decisions	
Governance	Establishes and demonstrates school operating principles, communicates directly and sensitively and demonstrates professionalism and flexibility			Supervision
Attends monthly board meetings	Models REACH values for SIA community			Directly supervises the work of the Associate Principals, Director of Curriculum and Instruction, Director of Special Education and Director of Finance and Operations
Prepares and presents regular academic program updates and student data via "Head of School Update" on agenda		Compliance	Marketing and Enrollment	Ensures that Instructional Assistants receive the required annual training as stated by PESB
Serves as a member of the board's Academic Excellence committee and any other committees of interest	Teacher Support	Manages personnel responsible for SIA's Special Services programs (Sped, Title, LAP, HiCap, TBIP)	Coordinates enrollment information nights for potential families	Ensures all other staff at SIA are held accountable for the work for which they are responsible
	Creates a program to help support new teachers	Ensures building level staff are tasked to do work related to the operation of the larger organization due their work accurately and on time	Works with staff to design marketing materials for SIA	
	Identifies professional development and matches with appropriate teachers		Ensures that school site operations staff keep accurate enrollment records of current and future students	

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Counselors

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