**Policy: 1430
Section: 1000 - Board of Directors**

**Communication to the Board**

The board recognizes the value of communication to the board on educational issues and the importance of involving members of the public in its meetings.

1. Communications to the school board must be submitted, in writing, at least seven days prior to the board meeting.

2. All communications to the board must include a signature and contact number. The board will not address anonymous communications to the board.

3. Communication to the board must be addressed to the board as a whole instead of individual board members.

4. Communications to the school board will be reviewed by the board chair and the superintendent to determine whether they are a board issue or an administrative issue.

a. If the communication is determined to be an administrative issue, the communication will be directed to the appropriate administrator.

b. If the communication is determined to be a school board issue, the communication will be placed on the agenda and will be addressed at the next board meeting.

5. If the person submitting the communication to the board is present at the board meeting, the board may, at their discretion, call upon the person to clarify and/or elaborate on the written communication submitted to the board.

6. The board chair (or vice-chair if the board chair is absent) will preside at board meetings and will moderate the meetings.

7. In order to facilitate the business of board meetings, the board agenda will be followed and areas of public comment and/or audience participation will be identified in the agenda.

8. Student representatives may give comment when called upon by the board and during their reports.

The Board Chair or Vice Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three business days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.

Legal References: RCW 42.30.030 Meetings declared open and public

 RCW 42.30.050 Interruptions — Procedures

Adoption Date: 9-28-09; Revised Date: 10-28-14; 10-27-15

Easton School District