

# Washington State School for the Blind

## Board of Trustees

### Process for Open Forum

The following protocol will be followed by those seeking to present information to the Board of Trustees in an open forum. The Board will schedule Open Forum time at its quarterly Board meetings at the school.

Requests by the general public to present a topic in open forum must be submitted in writing at least 3 days prior to a Board of Trustees meeting. Request should be sent to [board.secretary@wssb.wa.gov](mailto:board.secretary@wssb.wa.gov)

Fax: (360) 737-2120 (to the attention of "WSSB Board of Trustees Secretary")

Mailed: Attention: Board of Trustees Secretary  
Washington State School for the Blind  
2214 East 13<sup>th</sup> Street  
Vancouver, WA 98661

Reasons include:

- Allows the Board to collect information before the issue is brought forward by the public.
- Help the Board determine whether it is appropriate for the Board to hear the issue.
- Help determine whether the person bringing forward an issue has first met with the appropriate Washington State School for the Blind personnel.
- Party will only be allowed 5 minutes to present information to the Board. Background can be presented beforehand, by completing the form.

Personnel related issues will not be brought forward to the Board of Trustees:

- Washington State has an exhaustive process in place that guarantees each employee's due process. This information is shared with all employees who either fall under the separate collective bargaining agreement and/or state merit system rules and regulations.
- If an employee or former employee is dissatisfied with the personnel action taken, they may submit a letter to the Board of Trustees Chairperson, which can then be discussed in a closed Executive Session.

The Washington State School for the Blind is an advisory board appointed by the Governor and confirmed by the Senate. The Board does not set policies and procedures, but does provide advice to the school and is responsible to the Governor.