



Frequently Asked Questions About Board Meetings and Public Participation:

How do I know when a board meeting will be held?

1. Review the Policy "Meeting Notification Procedures" located on the school website.
2. Board meeting agenda will be posted on the HS front doors prior to the meeting date as required by state statute.
3. Check the school website calendar for meeting information.
4. Call the school.

When should I contact a board member?

It is important for all patrons to follow the established chain of command and try to resolve all conflicts at the earliest possible level of management. If you have a complaint or concern:

1. Communicate first with the teacher/coach/sponsor who is involved in the situation.
2. If a resolution is not reached at level 1, contact the building principal.
3. If a resolution still has not been reached, contact the Superintendent.
4. The final step in the chain of command is the Board of Education.

The Board of Education is the district's governing body. The Board's responsibility is to set policy and hire a superintendent to manage the district according to these policies. Please do not skip levels, as each level will send you back to the appropriate level.

Are the meetings open to the public?

Meetings are open to the public; however, the Board may conduct executive sessions for the purposes of discussing personnel issues, contract negotiations, and other concerns as outlined by law. Public notice is given of such sessions, and final action of matters discussed in executive session is always taken in a public meeting.

How does the public participate in board meetings?

The Board welcomes opinions and questions from the community. As a result, the agenda for each regular meeting provides time for two options for public expression.

OPEN FORUM: This first period of public expression falls under "Hearing from the public" This opportunity permits citizens to express concerns relative to the operational management of the school facilities and or district, school board actions, and other items of general educational interest of the district. "Hearing from the public" is limited to a total of 15 minutes, patrons must sign up at the meeting and time will be divided evenly. Statements must be directed to the board and when deemed appropriate by the board president, questions may be asked by the board members to obtain clarity.

Comments at special meetings must pertain to an agenda item.

AGENDA ITEM: The second period for public participation is for members of the public wishing to make formal presentations to the board. Members seeking this option must make a written request one (1) week in advance, submitted to the district office. In order to be properly placed on the meeting agenda, written requests must include details about formal presentation(s) and topics of discussion. Individuals will be notified regarding whether their request to address the board has been granted and, if so, will be provided the approximate time as set forth in the meeting agenda.

- The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
- Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

Whether Open Forum or Agenda Item, the board president has the authority and responsibility to oversee the orderly process of a board meeting, and is responsible for recognizing all speakers, utilizing the following guidelines:

1. Public participation will be permitted only as indicated on the order of business as set forth in the board's agenda, or as determined appropriate by the board president.
2. Members of the public will not be recognized while the board is conducting its official business.
3. The board will not hear complaints against personnel or any students in a public board meeting. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. The school board president shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
4. All statements shall be directed to the president; no member of the public may address or question board members individually.
5. No Board Action at Same Meeting * Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.