

Document Name:	Public Participation at Board Meetings
First Approved Date:	Spring 2017
Latest Approved Date:	April 19, 2019
Version Number:	2

1.0 Purpose

The board recognizes the value of providing the public with the ability to discuss issues of community interest with the board. Time allotted for public comment is intended to provide an opportunity for the public to comment on topics related to the board's purview. The board is responsible for the long-term direction of the business affairs of the school, ensuring proper legal counsel and insurance, approving the annual operating budget, school policies, and ensuring that the school fulfills its mission.

2.0 Definition(s)

3.0 Policy Content

- A. Time will regularly be allotted for public comment during board business meetings.
 - a. The board encourages public comment on school policies.
 - i. The public comment period is intended to provide individuals with an uninterrupted opportunity to address the board, and a time for the board to actively listen to its community members.
 - ii. However, unless the speaker's topic is already on the agenda, the board is unable to deliberate or take action on items raised during the public comment period.

- iii. When appropriate, the board will direct staff to follow-up with the speaker on the topic presented.
- b. Sign-up for the public comment period is handled on a first-come basis.
 - i. Patrons wishing to address the board may sign up in person or through email up until the day of the board business meeting.
 - ii. Patrons must provide their names, phone number, email address, and agenda item or topic they wish to discuss.
- c. The total time reserved for public comment is not to exceed fifteen minutes.
 - i. Individual speakers will be given up to three minutes to address the board.
 - ii. If a group of people wish to collectively address the board on the same subject, the group should select one or two speakers from the group to make their presentation to the board. Groups are allotted up to five minutes to make their presentation to the board.
- d. After signing up for public comment, patrons will be provided a copy of these procedures for their reference.
- B. The board will not take public comment during board meetings on:
 - a. personnel issues or statements regarding the character, professional competence, or physical or mental health of an individual; or
 - b. complaints concerning bidding or contracts.
- C. The public comment period should not be used by school employees to address issues that should instead be raised through existing formal communication channels, or established grievance or negotiations procedures with administration.
- D. At any meeting, the board president may read speaker guidelines prior to receiving public comment.
- E. Speakers may provide printed material in support of their comments. If possible, any printed material should be provided to the Administrative Director's office in advance of the meeting in order to allow such material to be copied and distributed to the board.
- F. The public comment notice, which is published on every agenda for all board business meetings, will be approved by the board. The current approved notice is as follows:

Note:

Persons requesting to speak to the board of education in an open meeting need to sign up prior to the start of the open session of the board meeting. Resolution of questions or responses to

proposals should not be expected at this meeting; staff or others may be asked to research and/or prepare materials and solutions for a later time. Fifteen minutes total have been scheduled for persons requesting to speak. Three minutes will be allotted for individual requests and five minutes will be allotted for group requests. If we receive more requests than the allotted time permits, those requests may be scheduled for the next board business meeting. Your concerns may be submitted in writing to the Board Secretary for distribution to the board at any time.

- G. Speech that defames individuals or interrupts the public business of the board will not be tolerated and may be cause for removal from the meeting.
- H. Individuals who disrupt board meetings or the business of the board by applause, cheering, jeering, or personal outbursts may be removed from the meeting by appropriate legal means.
- I. Personnel grievances must go through the channels specified in the school's personnel policies. Board members should direct staff complaints to those channels.

4.0 Relevant Procedures, Guidelines & Restrictions

5.0 Appendices