

# **COLLEGE PREPATORY ELEMENTARY SCHOOL**

## **POLICY REGARDING PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS**

### **I. Purpose**

The board of directors recognizes the value of public participation in its decisions on school matters. The purpose of this policy is to establish procedures for open and appropriate public discussion of matters relevant to the board.

### **II. General Statements Of Policy**

The board's policy is to foster stakeholder input on issues of school management before the board and protect the privacy and due process rights of employees and students. In furtherance of these policies, the procedures set forth in this policy are adopted by the board.

### **III. Opportunity to Be Heard**

Members of the school's community have a right to the opportunity to be heard and to have complaints considered by the school board, within the limits of the law and subject to the reasonable time, place, and manner restrictions in this policy.

Speakers may offer comments about school operations or programs. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students; therefore, the board will not hear complaints about specific personnel or other individuals at a public session.

### **IV. Procedures**

#### **A. Placing Items on the Agenda**

1. Individuals who want to have a subject discussed at a public board meeting are encouraged to notify the executive director's office as far in advance as possible. The individual should provide his or her name, address, connection to the school (if any), the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. 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 board in accordance with governing law.

3. If a group or organization wishes to address the board on a topic, the board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

**B. Presenting Complaints**

1. The Board welcomes feedback regarding its performance and the operations of the school, or comments about school programs.
2. Complaints about a teacher or other employee should initially be directed, as appropriate, to that teacher, employee, or the executive director. If unresolved, the board requests that such concerns be delivered in writing to the Board Chair to be placed on a future agenda for discussion.

**C. Open Forum**

The board will usually provide a specified time for individuals to address the board on any topic, subject to the limitations of this policy. The board reserves the right to allocate a specific period of time for this purpose and limit time for speakers.

**D. Addressing the Board**

1. The board has discretion to limit discussion of any agenda item to a reasonable period of time as it determines.
2. Citizens who wish to address the board of directors on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. Any discussion by any person, including board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual shall be ended by action of the board chair.
4. If a speaker who is addressing the Board engages in conduct that includes personal attacks, or other personal, demeaning, offensive, slanderous, profane, abusive, indecent, boisterous, or unreasonably loud remarks or is otherwise disorderly under circumstances which tend to cause or provoke a disturbance, the Board chair may rule the speaker out of order and bar the speaker from further addressing the Board at that particular meeting.

Repeated instances of this conduct may result in the speaker being prohibited from future meetings

5. In the event that information that is not related to an agenda item is presented to the Board, the Board may deem this information best considered through other administrative channels and may reserve the right to defer consideration of the information and refer the matter to the appropriate channels.
6. Speakers must direct all comments to the Board as a whole. Speakers may not direct comments to individual Board members or to individual employees of the School.
7. In the interest of the efficient operation of the Board, repetitive and redundant information shall not be permitted.
8. The board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

**E. No Action at Same Meeting**

Unless the board determines such action is necessary, the board will not take action on an item at the same meeting it is raised for the first time by a member of the public.