Policy BDDH-1: PUBLIC PARTICIPATION AT BOARD MEETINGS

Status: ADOPTED

Original Adopted Date: 01/21/2009 **| Last Revised Date:** 06/21/2023 **| Last Reviewed Date:** 06/21/2023

(Districts Designating a Public Comment Period)

The school board is acutely aware that board members are elected to serve the public, and the board seeks to conduct its business transparently. The district encourages the public to attend open school board meetings and other public meetings in person and, when available, virtually. In addition, there are some instances where members of the public may be provided the opportunity to speak at a school board meeting. As an extension of policy KC, Community Engagement, the board has created the following options for receiving input from students, employees and community members.

Grievance Policies and Procedures

The district has established several policies and procedures to assist students, parents/guardians, staff and the public in bringing concerns or grievances to the district. The board encourages the public to utilize these policies and procedures before bringing concerns to the board and may refer the public to these processes prior to taking action.

These policies include, but are not limited to:

AC, Prohibition against Illegal Discrimination, Harassment and Retaliation

ACA, Sexual Harassment under Title IX

DA, Fiscal Responsibility

GBM, Staff Grievances

IGBCA, Programs for Homeless Students

IGBE, Students in Foster Care

JGD, Student Suspension and Expulsion

KL, Public Concerns and Complaints

KLA, Concerns and Complaints Regarding Federal Programs

KLB, Public Questions, Comments or Concerns Regarding District Instructional/Media/Library Materials

There are additional legal processes created by law to address concerns about accommodating students with disabilities or concerns about a student's special education program.

Agenda Items

In accordance with law and the district's community engagement policy, district residents may place items on the agenda of a regularly scheduled board meeting as outlined in this policy. The agenda items must be directly related to the governance or operation of the district. The board will not hear resident-initiated agenda items at meetings other than the board's regularly scheduled meeting unless the board president grants an exception.

Residents who wish to place an item on the agenda must first meet with the superintendent or designee to attempt to resolve the issue unless the superintendent or designee waives such a meeting. The meeting will take place within 20 business days of the superintendent or designee receiving a written request to meet. If the superintendent or designee waives the meeting or does not meet with the resident within 20 business days, or if the resident is not satisfied with the meeting's outcome, the resident may submit a written request to the board secretary to add the item to the board agenda.

The board secretary will include the item on the next regularly scheduled board meeting's agenda, subject to the rules listed below, if the resident submits the request to the board secretary at least five days prior to the meeting. Otherwise, the board secretary will place the item on the agenda for the subsequent regularly scheduled meeting.

Rules

1. The board may move an agenda item to a different meeting with the consent of the resident.

2. The board may refuse to hear or delay hearing an agenda item if:

    - The board has heard an identical or substantially similar agenda item in the previous three calendar months; or

    - The resident has previously violated district rules regarding conduct at meetings or on district property.

3. The board may delay the hearing of a requested item if more than three resident-initiated agenda items are scheduled for the same meeting. The delayed agenda item will be moved to the next regularly scheduled meeting. If a resident's item is delayed for this reason, the resident will be provided an alternate method of communication with the board, such as submitting written comments.

4. The board president will make the decision on whether to delay or refuse an agenda item and will communicate that decision to the resident and the other board members. Board members who disagree with the decision may communicate their concern to the board president, request that the agenda item be added, request that a special meeting be called, or make a motion at a meeting for the item to be included on a future meeting's agenda.

5. The board will place the agenda item in open or closed session in accordance with law and district policy.

6. The superintendent or designee may invite district staff or other relevant persons to be present during the discussion of the agenda item to address the item and answer questions.

7. The board will allow the resident five minutes to present their issue to the board unless the board president allots more time to the discussion.

8. Only resident(s) who met with or requested to meet with the superintendent or designee will be allowed to speak during this time.

9. If more than one resident seeks to speak on the same item at the same meeting, the board president, at their discretion, will determine the total time that will be devoted to the item and how the time will be shared between the residents. The board president will encourage residents to appoint a spokesperson or communicate their concerns through other means. If the board must limit the number of speakers, it will assign priority based on the order in which the requests were received.

10. Board members may ask the resident questions, seek additional information from the superintendent or designee, or otherwise discuss the topic.

11. The board may allow a resident additional time to speak upon the motion and vote of the board.

12. Any board member who wishes to devote more time to an agenda item may request that the item be put on the agenda for another meeting, which will be voted on by the board.

13. The board may discuss the public business content of presented agenda items but is not required to decide any matter of public business or formulate any public policy as a result of the discussion.

Public Hearings

From time to time, the board will schedule a public hearing to receive input on matters of community concern, such as setting the district's tax rate. The district will provide notice of these hearings as required by law and as determined necessary to inform the public.

Public Comment

The board encourages residents to utilize the process for placing items on the agenda but will also specifically designate time for district residents to provide public comments at regular meetings of the board. The following rules will apply to the public comment portion of the meeting:

1. The board will establish a time limit for the public comment period.
2. No individual will be permitted to speak more than once during this period.
3. The board will establish a uniform time limit for each speaker.
4. Discussion will be limited to items from the posted agenda.
5. All speakers must provide their name and address prior to speaking.
6. If there is insufficient time for everyone to speak, the board will encourage participants to submit their questions in writing or utilize the process for putting an item on the agenda.

To make a public comment regarding an action item, an individual must complete a request to address the board of education and submit it to the secretary of the board 24 hours before the monthly regular session meeting. This form is available on the district website or can be obtained by contacting our board secretary.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
§§ 162.058, 610.010-.030, RSMo.	State Statute

Cross References	Description
GBM	STAFF GRIEVANCES
IGCD	VIRTUAL COURSES
IGCDA	FULL-TIME MOCAP VIRTUAL COURSES
KC	COMMUNITY ENGAGEMENT
KK	VISITORS TO DISTRICT PROPERTY AND EVENTS
KK-AP(1)	VISITORS TO DISTRICT PROPERTY AND EVENTS - (Public Conduct on District Property)
KL	PUBLIC CONCERNS AND COMPLAINTS
KLB	PUBLIC QUESTIONS, COMMENTS OR CONCERNS REGARDING DISTRICT INSTRUCTIONAL/MEDIA/LIBRARY MATERIALS