



SARGENT CENTRAL PUBLIC SCHOOL

REQUEST TO BE PLACED ON SCHOOL BOARD AGENDA

Name of Requester (print): _____

Address: _____

Phone Number: _____

Date/Time Submitted: _____ Received by: _____

Reason for Request: _____

Remedy Seeking (if applicable): _____

Date of meeting for which request is being made: _____

Anyone else in addition to the name listed above speaking? _____

Participation of Citizens or Groups Addressing the School Board

- Each citizen or group is required to notify the Superintendent at least 4 days prior to the meeting date and is limited to 5 minutes
- To be placed on the school board, proper channels must have been followed to remedy the concern before being placed on the board agenda
- The final decision to be placed on the board agenda will be made by the Superintendent
- A copy of School Board Policies BCBA, BCAA and KACA are attached for review

Signature of Requester _____ Date



SARGENT CENTRAL PUBLIC SCHOOL

REQUEST TO BE PLACED ON SCHOOL BOARD AGENDA
SCHOOL APPROVAL FORM

****Form To be Completed by Superintendent and Board President****

Name of Requester: _____

Address: _____

Phone Number: _____

Reason for Request: _____

Date of meeting for which request is being made: _____

The requester and reason to be placed on the school board agenda listed above have been approved.

Yes **No**

Signature of Superintendent Date

Signature of Board President Date



PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this board to afford that opportunity in accordance with the following procedures:

Public Participation

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member requests an addition to the agenda of a regular meeting and the board members present approve in accordance with board policy. Members of the public who wish to make formal presentations before the Board shall make request in advance in accordance with the board's agenda setting policy.

The Board may allot a time for general public comment on the regular meeting agenda. When the Board agrees to do this, no individual may speak more than once. When public comment has been permitted, the speaker should:

1. Stand during the appropriate period and be recognized by the President.
2. State name and address for the minutes.
3. Limit comments to no more than five minutes, unless the Chairman waives the time limit.

Groups will be urged to designate a spokesperson. When there is a large number of speakers to be heard or if pressure of business or other circumstances dictate, the Chairman may decide to shorten the length of time allowed each speaker and/or limit the total time to be devoted to public comment.

Complaints

The Board has adopted policies governing patron complaints. The public is required to seek redress through these policies. The public will be prevented from commenting on a topic if it is:

1. Governed by a district complaint policy and the complainant has not followed the procedure contained in policy and/or the policy prohibits the public from bringing the complaint before the Board.
2. Concerns a topic that is prohibited by law from disclosure to the public (e.g., student's educational record).

Conduct and Remarks Out of Order

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, s/he persists in improper conduct or remarks. Furthermore, any

individual who is persistently disruptive of a school board meeting may be removed from that meeting by order of the presiding officer.

Questions and Comments by Board and District Administrator

Board members and the district administrator may question a speaker or make comments in response to the speaker's remarks.

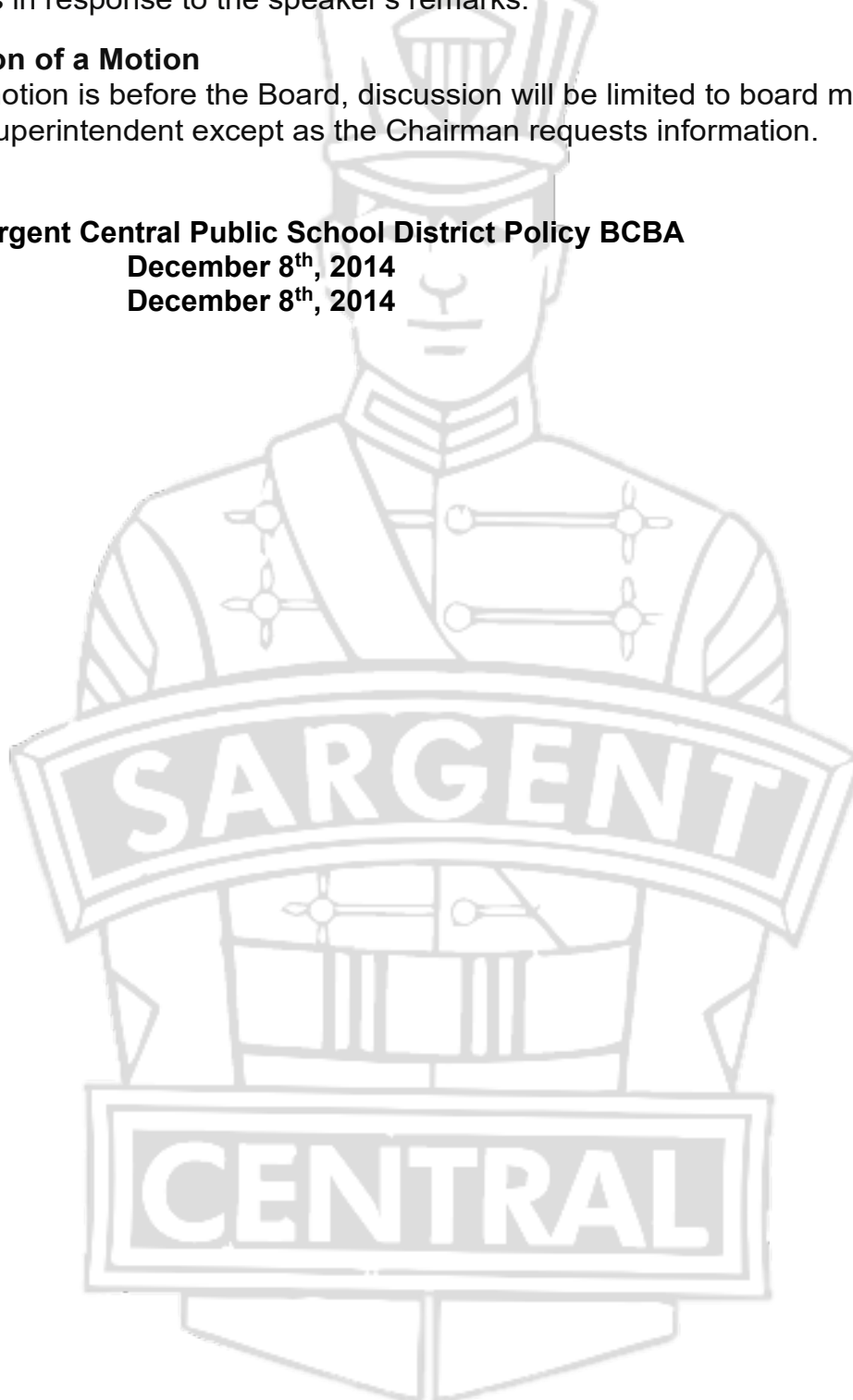
Discussion of a Motion

When a motion is before the Board, discussion will be limited to board members and the Superintendent except as the Chairman requests information.

End of Sargent Central Public School District Policy BCBA

Reviewed December 8th, 2014

Adopted December 8th, 2014



BOARD MEETING AGENDA & PRE-MEETING PREPARATION

Agenda

The Superintendent, in consultation with the Board President, shall prepare agendas. Persons wishing items to be included in the agenda shall submit those items to the Superintendent no later than five days prior to the regular board meeting. Inclusion shall be at the discretion of the Superintendent and Board President.

Regular Meeting Agenda

The Board shall follow the order of business set up by the agenda unless altered by consent of the members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of majority of the Board.

The order of business shall be as follows:

1. Call to order
2. Confirmation of agenda
3. Approval of minutes
4. Financial
5. Consideration of bills
6. Communications (Committee Reports)
7. Unfinished business
8. New business
9. Miscellaneous business
10. Adjournment

Pre-Meeting Preparation

The agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each board member at least three days in advance of each regular board meeting and will be available to any interested citizen at the superintendent's office at that time. Upon request, local news media representatives and citizens also may obtain copies of board meeting materials from the superintendent's office. The school district building will be notified in advance of meetings of the Board. The agenda will be posted in main entrance to the central office area.

Board members are expected to read the information provided them and to contact the Business Manager or Superintendent to request additional background necessary to assist them in their decision-making responsibilities.

End of Sargent Central Public School District Policy BCAA

Reviewed December 8th, 2014

Adopted December 8th, 2014

PATRON COMPLAINTS

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

If all other remedies have been exhausted, a complainant may request that the matter be placed on the agenda of the next regular school board meeting; however, the Board will not hear, consider, or act upon complaints that have not been investigated at each appropriate level of authority, nor will the Board hear, consider, or act upon complaints for which specific complaint resolution procedures have been established that do not allow for board review of the complaint, including but not limited to complaints about personnel and complaints about instructional material.

Anonymous Complaints

Anonymous complaints; other than a bullying complaint, (see bullying policy); provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the Board by any individual board member, administrator, or other employee. No disciplinary action will be initiated based solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

Parental Complaints

While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, parents shall use the same channels of processing complaints as by other citizens.

Complaints for which specific resolution procedures are provided shall be directed through those channels. These include, but are not limited to, complaints about personnel and complaints about instructional materials.

End of Sargent Central Public School District Policy KACA

Reviewed December 8th, 2014

Adopted December 8th, 2014