

To Our Visitors...

Welcome to this school board meeting. As your elected representatives, we make decisions that affect our whole community. We take this responsibility most seriously. In preparing for our monthly meetings, each board member is responsible for studying all the information at his/her disposal, so that no decisions are made capriciously.

School Board meetings are meetings in public to conduct public business but are not necessarily public meetings in the sense that any matter at any time may be heard from those in attendance. The Board shall conduct its public business with order and efficiency with the hearing of reports, action upon recommendations of the superintendent, adoption of resolutions or formal policies as proposed by the members themselves or from communications submitted to them and action upon such communications as are pertinent to the operation of the public school system. The Boards' policy on public participation is included in this pamphlet. It outlines the procedure to be followed for participation.

Thank you for attending this meeting. We appreciate your interest and encourage you to continue sharing your concerns. If you would like more information on any topic, please feel welcome to contact any of the board members or the superintendent.

YOUR SCHOOL BOARD MEMBERS

VISITOR PARTICIPATION FORM

Meeting Date: _____

Name: _____

Address: _____

Agenda Item: _____

Time Requested: _____



Public Participation at Board Meetings Policy

**Adopted: March 20, 2001
By,
District 518 School Board
Worthington, Minnesota**



Policy Description:

All regular and special meetings of the Board shall be open to the public. School Board meetings are meetings in public to conduct public business but are not necessarily public meetings in the sense that any matter at any time may be heard from those in attendance. The Board must recognize its responsibility to conduct its business in an orderly and efficient manner and to assure that any public participation shall be according to a planned and orderly procedure.

The Board Chairman shall be responsible for recognizing all speakers, who shall properly identify themselves and any group that they might represent, and for maintaining proper order and obtaining adherence to any time guidelines set.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at board meetings.

1. At the beginning of each meeting, the Board Chairman may ask if there is any person or group who wish to address the Board. A form will be available to any person or group who wishes to speak. The person or group should indicate the nature of the item, who will be speaking, the amount of time required, and any other information which would allow the Chairman to determine the appropriateness of the item, the length of time which should be allowed, etc.

2. Comments may be made during that special time on the agenda scheduled for citizen participation. Speakers who have not asked to be placed on the agenda will normally be asked to limit their presentation to five minutes unless an extension of time is granted by the Chairman.

3. Provisions are not normally made for the public to join in discussion or to ask questions in an impromptu manner as the Board moves through its official business and the established agenda items. Therefore, members of the public will usually be recognized only during the part of the agenda especially provided for public participation. However, visitors who make the request of the Chairman prior to the start of the meeting will normally be permitted to speak on any agenda item.

4. The Board will not hear personal complaints of school personnel nor against any person connected with the school system. Any school district resident wishes to file a complaint against any school employee whether it be teacher, administrator or classified employee is encouraged first to discuss the matter directly with the employee. However, if they prefer they may bring their complaint to the attention of the employee's supervisor or in confidence to the Board Chairman who would refer the matter to the Superintendent.

5. Questions asked by the public shall be referred to the Board or administrative staff for consideration and later response.

6. The Board vests in its Chairman or other presiding office authority to terminate the remarks of any individual when they do not adhere to the rules established above or when necessary to maintain order at the meeting.

7. Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters.

Adopted: March 20, 2001, ISD 518, Worthington, Minnesota

