

**Boundary County School District No. 101**

**BOARD OF TRUSTEES**

**1520**

Public Participation in Board Meeting

1 All meetings of the board shall be open to the public. All actions of the board shall be taken  
2 openly, and deliberations leading to board action shall likewise be conducted openly. The  
3 public is invited to attend board meetings. The Board of Trustees encourages all citizens of the  
4 District to express their ideas and concerns and they may be given limited time to voice  
5 opinions or problems. The comments of the community will be given careful consideration. In  
6 the evaluation of such comments, first priority will be District students and their educational  
7 program. The board reserves the right to meet in an executive session as provided for in Idaho  
8 Code.

9 **NOTICE**

10 **DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS**  
11 **ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE**  
12 **HEARD IN EXECUTIVE SESSION. Idaho Code § 67-2345.**

13 **“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR**  
14 **WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH,**  
15 **SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS**  
16 **OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS,**  
17 **IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).**

18 Any complaint about the District, including instruction, discipline, District personnel policy,  
19 procedure or curriculum, should be referred through proper administrative channels before it is  
20 presented to the board for consideration and action. All complaints should be resolved through  
21 proper channels in the following order:

- 22 1. Teacher or Staff
- 23 2. Principal or Supervisor
- 24 3. Director or Administrator
- 25 4. Superintendent
- 26 5. Board of Trustees

27 Please also see District Policy No. 4110 regarding public complaints.

28 At each Regular meeting of the Board the agenda will provide time for public comment before  
29 the Board. Persons wishing to address the Board will be required to submit a “REQUEST TO  
30 APPEAR BEFORE THE BOARD” form. Forms are available from the Board Clerk and will be  
31 available at each meeting.

32 The board recognizes its responsibility to conduct the business of the district in an orderly and  
33 efficient manner and will therefore require reasonable controls to regulate public presentations to  
34 the board. A person wishing to be heard by the board shall first be recognized by the chairman.  
35 He/she shall then identify him/herself and proceed with comments as briefly as the subject

36 permits. The chairman is responsible for the orderly conduct of the meeting and shall rule on  
37 such matters as the time to be allowed for public discussion, the appropriateness of the subject  
38 being presented, and the suitability of the time for such a presentation. The board, as a whole,  
39 shall have the final decision in determining the appropriateness of all such rulings.

40 In order that meetings do not become unduly time consuming, participation may be limited to  
41 three (3) minutes per person per agenda topic. The board will attempt to hear both sides of a  
42 controversial topic prior to making a decision. All speakers will be allowed to speak at least once  
43 before a speaker is allowed to address the board a second time. Public comment will be taken  
44 from the public on matters scheduled on the agenda. Should a large number of the public wish to  
45 speak on the same issue or topic, members of the public are encouraged to select a  
46 representative(s) to summarize their position. Total time allotted for public comment shall not  
47 exceed 20 minutes. Additionally, the Board Clerk will accept written comments for distribution  
48 to the Board.

49 Written materials for Board Members must be submitted to the Board Clerk. The written  
50 material must include the name, address and telephone number of the person submitting it. A  
51 copy of the materials that meet these requirements will be forwarded to Board Members if  
52 received by noon the Wednesday preceding the Board Meeting. Materials should not be sent  
53 directly to Board Members. Materials may be presented or mailed to the Board Clerk at  
54 Boundary County School District No. 101, ATTN: Clerk, 7188 Oak Street, Bonners Ferry,  
55 Idaho 83805.

56 If a topic is being considered by a committee established for that purpose, the Chairman may  
57 refer the public comment to that committee.

58 Because of the diversity of issues, members of the Board will not respond to public comment.  
59 Instead, issues may be recorded and referred to the proper staff person for follow-up. The  
60 Chairman may interrupt or terminate an individual's statement when it is too lengthy, personally  
61 directed, abusive, obscene, repetitive, or irrelevant. The Board of Trustees as a whole shall have  
62 the final decision in determining the appropriateness of all such rulings.

63 If a special meeting has been held to obtain public comment on a specific issue, the Chairman of  
64 the Board may not recognize speakers wishing to comment on the same topic at a regular  
65 meeting of the Board.

Cross Reference: 4110 Public Complaints  
4120 Uniform Grievance Procedure  
4320 Disruption of School Operations  
Legal Reference: I.C. § 33-512 (11)  
I.C. § 67-2345

Policy History

Promulgated on: **November 15, 2004**

Revised on: January 10, 2008; September 15, 2015

## REQUEST TO APPEAR BEFORE THE BOARD

### NOTICE

**DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. Idaho Code § 67-2345.**

**“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).**

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the board chairman, superintendent, or secretary prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor a maximum of **three minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Secretary. Written Comments must include name, address and telephone number.

# REQUEST TO APPEAR BEFORE THE BOARD

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

REPRESENTING \_\_\_\_\_

\_\_\_\_\_

Brief Description of Reason to Appear Before the Board \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_