

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Meetings of the Board

Section Title: Board Meeting Agenda

Sub-Section Number 205.8a

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There are various ways for individuals or groups to address the Board of Trustees. People who wish to address a topic of interest have four options available to them.

Written comments on any item on the agenda or on the operation of the school district may be submitted to the Clerk of the Board for distribution to the Board members at any time.

Individuals or groups may address the Board of Trustees during the Public Comment Section on the Board Agenda.

To encourage public participation in Board decisions, the Board provides opportunity for individuals or delegations to speak on matters of their concern during the Public Comments Section in the agenda.

Anyone may address the Board on any subject within their authority. The Board, however, does not participate in debates on issues and usually defers any action on items discussed. There may be times when the Board is unable to respond immediately to requests for information. When questions are referred to staff for research and recommendations, an appropriate response will be given as soon as possible. All questions and requests for information will receive a response as soon as possible.

In order to allow everyone who wishes to speak an opportunity, the following rules should be observed:

1. Each speaker is requested to sign-in on the provided sheet prior to the start of the Board meeting. Speakers will be called upon by the Board Chairperson according to the order of the sign-up sheet provided prior to the start of the meeting.
2. Each speaker is requested to use the lectern and to give his/her name, address, and to identify the group, if any, that he or she represents.
3. Each speaker will be asked to limit their remarks from three to five minutes.
4. There will be a limit of one presentation per person.
5. Questions, suggestions, proposals or criticisms which have been presented verbally should be submitted in writing and signed by the individual or spokesperson for the group appearing before the Board.
6. Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently in official matters; thus questions may be directed to the Board, but answers must be deferred pending consideration by the Board.
7. Speakers may offer such objective criticisms of school operations and programs as concern them, but in public session the Board will not hear personal complaints about school personnel or about any person connected with the school system. These concerns should be addressed first at the school then the district level.
8. Speakers are requested to refrain from using inappropriate language and from engaging in any form of personal abuse.
9. A single person will be asked to represent organizations and groups. To save repetition and time, the Board of Trustees would request that persons not speak if a previous speaker has expressed a similar position on the same issue. Anyone may speak who has something pertinent to say.
10. Every speaker must first be recognized by the Board Chairman before being allowed to speak at any time.
11. The Board would prefer to also have the comments in writing.

Individuals or groups may address the Board by requesting to make a Formal Public Presentation as an item on the Board Agenda.

1. Individual board members, employees, students and patrons may have matters directly related to school district business placed on the agenda of a regular Board of Trustee meeting by addressing

a written request for inclusion to the Superintendent, Post Falls School District No. 273, P.O. Box 40, Post Falls, Idaho 83854. This written request must be received by the Superintendent by the end of working hours on Tuesday prior to the Board meeting.

2. Items placed on the agenda in this manner will be scheduled for information and discussion only. The Board will decide whether or not such an item will be moved for consideration and placed on the agenda of a future Board meeting.
3. The Board may decide to postpone discussion to permit adequate time for study, analysis and response by the district.
4. To ensure that all persons have an opportunity to be heard and that meetings are conducted in an orderly, efficient manner, the Board requests that speakers abide by the guideline identified under the Public Comments Section of the Board Agenda which shall also apply to the formal presentations on an approved agenda item.
5. The Board also requests that all written material to support the presentation be attached to the official request for the item to be placed on the agenda.

Individuals or groups are encouraged to address concerns through the Complaint Process. If people have a particular problem in a school or department, they are encouraged to follow a process that allows for a timely resolution.

1. Initial contact should be made with the staff member involved for a resolution of the situation.
2. If agreement cannot be reached, the building principal or immediate supervisor should be made aware of the situation. This individual will review the concerns with the complainant and the staff member(s) involved and attempt to work out a solution.
3. If agreement cannot be reached, the complainant should put the concerns in writing to the superintendent of schools for resolution.
4. The Board firmly believes that problems should be solved if at all possible at the level in which they occur. However, as a final step the concern may be sent in writing to the Board Chairman for consideration.

Adopted: 9/12/94

Amended: 4/10/95

Reviewed: 2007, 2021