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**Laramie County School District #2**  
BOARD OF TRUSTEES MEETING  
**VISITOR GUIDELINES**

Welcome to the Laramie County School District #2 Board of Trustees meeting and thank you for your interest in our school district. All regular and special meetings of the Board shall be open to the public except for Executive Sessions which may be convened as provided by the Wyoming Open Meetings Law. Board meetings are conducted for the purpose of carrying out the official business of the school district. The meetings are not public forum meetings, but are meetings held in public. The Board provides the members of the public and district employees an opportunity to address the Board of Trustees during each regular and special open meeting during the appropriate time as indicated on the agenda and when recognized by the Board Chairman.

The following guidelines are designed to help visitors understand the policies and procedures that govern school board meetings and identify the appropriate time to make comments, ask questions, or express concerns. In order to facilitate an effective meeting, we ask that all visitors who wish to make comments review the following guidelines prior to addressing the Board. Thank you.

**A- If You Wish to Address the Board During the public comment section:**

1. Please identify yourself prior to speaking. Please be as brief and concise as possible. We ask each speaker to limit his/her comments to less than five (5) minutes. Comments must be limited to items which relate directly to the school district.
2. The Board of Trustees supports the faculty, staff and administration in their efforts to resolve issues relating to the District. Issues shall be channeled through the appropriate authority prior to being heard by the Board. Please refer to the Patron Chain of Communication Chart.
3. Any comments pertaining to personnel employed by the Board or matters related to individual students must be addressed in executive session. If you feel this is necessary, please refer to the guidelines for being placed on the agenda.
4. Please be aware that the Board may hear comments relating to issues not listed on the published agenda, however, the Board will normally not take action on non-agenda items.
5. The Board of Trustees is committed to a sound decision-making process. Individuals or groups who wish a reply, discussion, data, or study of a subject should ask to be placed on the agenda. This allows The Board and school personnel to adequately prepare for each issue.
6. Board of Trustees request that visitors direct comments to the Board as a whole rather than individual Board members.

**B – If You Wish to Address the Board Regarding an Item on the Agenda:**

1. Please complete the Patron Comment Form and give it to the recording secretary.
2. The Board asks that you refrain from comments about litigation or personnel..
3. Board of Trustees members request that visitors direct comments to the Board as a whole rather than individual board members.

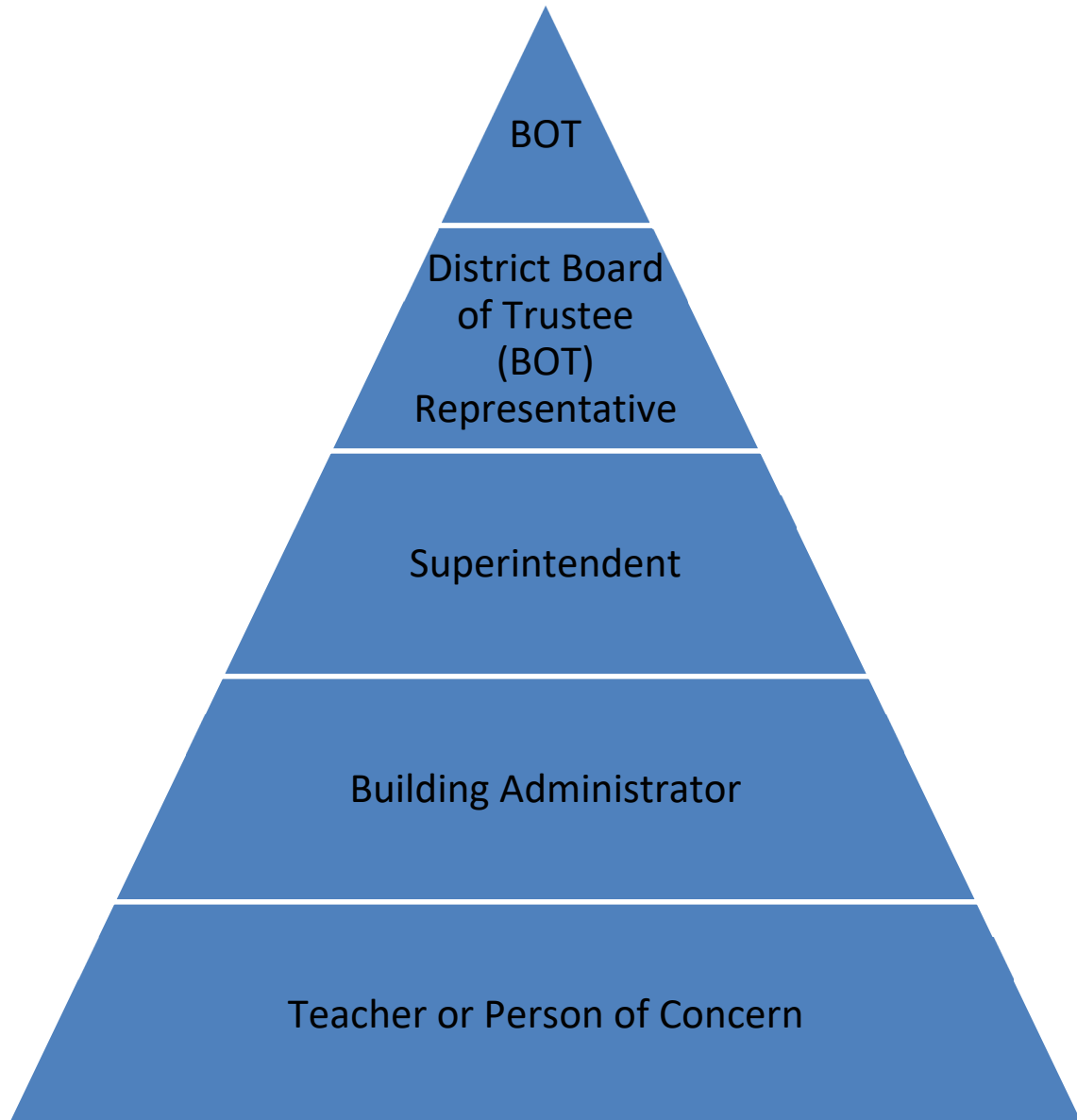
**C - If You Wish to be Placed on the Agenda for a School Board Meeting:**

1. Because the Board Agenda is made public in BoardDocs approximately one week before the board meeting, we ask that individuals or the spokesperson for a group who wishes to be placed on the agenda, submit their request in writing to the Superintendent by 7:00 AM two weeks before the scheduled Board Meeting. The request must state the purpose and the topic to be presented.

**Wyoming Open Meetings Law, LCSD #2 Board Policy BEDH, Family Education Rights and Privacy Act**

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# Patron Chain of Communication Chart



Mike Olson – Chairman [Mike.Olson@laramie2.org](mailto:Mike.Olson@laramie2.org)  
Billie Wilson – Vice Chairman [Billie.Wilson@laramie2.org](mailto:Billie.Wilson@laramie2.org)  
Dave Keiter – Treasurer [Dave.Keiter@laramie2.org](mailto:Dave.Keiter@laramie2.org)  
Heidi Romsa – Clerk [Heidi.Romsa@laramie2.org](mailto:Heidi.Romsa@laramie2.org)  
Michael Lerwick – Trustee [Michael.Lerwick@laramie2.org](mailto:Michael.Lerwick@laramie2.org)  
Cody Nusbaum – Trustee [Cody.Nusbaum@laramie2.org](mailto:Cody.Nusbaum@laramie2.org)  
Matt Haas – Trustee [Matt.Haas@laramie2.org](mailto:Matt.Haas@laramie2.org)  
Kendra Roeder – Trustee [Kendra.Roeder@laramie2.org](mailto:Kendra.Roeder@laramie2.org)  
Julianne Randall – Trustee [Julianne.Randall@laramie2.org](mailto:Julianne.Randall@laramie2.org)