

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.

Written comments regarding 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.

PUBLIC COMMENT

The Board of Trustees highly values public comment and input. Individuals or groups may address the Board of Trustees regarding an item on the agenda during the Public Comment Section on the Board Agenda. The board meeting format is designed to facilitate the evening's agenda and, therefore, restricts board members from engaging in conversation with the public speaker or immediately responding to questions. Questions and concerns may be addressed by the board later in the agenda and may be assigned for follow-up by the board or superintendent at a later date.

Speakers are reminded it is unlawful to mention the name of staff or students when discussing behavior or other incidents.

It is board policy to not allow public comment outside of this agenda item. Please feel free to reach out to the board or district office at any time outside of the public meeting if you wish to discuss issues or ask questions.

Under normal circumstances it is desirable to allow everyone to address the Board. The following rules shall apply to protect the public's right to be heard when there are many persons who wish to address the Board of Trustees:

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 Chair 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, the agenda item they wish to comment on, and to identify the group, if any, that he or she represents.
3. Each speaker will be allowed a presentation not to exceed three (3) to five (5) minutes at the appropriate time on the agenda.
4. Speakers are requested to refrain from using inappropriate language and from engaging in any form of personal abuse.
5. There will be a limit of one presentation per person.
6. Organizations and groups will be represented by a single spokesperson. The spokesperson for each group will be limited to a presentation of three (3) to five (5) minutes. To save repetition and time, the Board of Trustees requests that persons not speak if a previous speaker has expressed a similar position on the same issue.

By consensus of the Board and by the direction of the Board Chair, the rules of the By-Law may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time intended for community participation.

PUBLIC PRESENTATION OF ITEMS TO BE PLACED ON THE AGENDA

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, PO Box 40, Post Falls, Idaho 83877 or by emailing the Clerk of the Board.
2. The written request must be received by the Superintendent by the end of working hours on Tuesday prior to the Board meeting.
3. Items placed on the agenda in this manner will be scheduled for information only.
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 rules and guidelines 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 will decide whether or not such an item will be moved for consideration and placed on the agenda of a future Board meeting.
6. The Board may decide to postpone discussion to permit adequate time for study, analysis and response by the district.
7. The Board may also remove such an item from the Agenda when it appears that no one present at the Board meeting wishes to discuss the matter or if the item requested pertains to a topic more appropriate for discussion in executive session.
8. The Board of Trustees reserves the right to determine when it will consider subjects that are appropriate according to law for discussion in an executive session.
9. 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 who have a particular problem in a school or department are encouraged to follow a Complaint 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 Chair for consideration.

Adopted: 9/12/94

Amended: 4/10/95, 9/11/23

Reviewed: 2007, 2021, 2023