



Capital School District

Board of Education Policy

Section: Board Governance
Title: Presentations Before the Board of Education
Policy #: 100-12
Date Approved: 06/20/12
Date Revised: 03/27/12

Purpose:

To provide the public with information on rules and regulations governing Board presentations.

PRESENTATIONS BEFORE THE BOARD OF EDUCATION

The Capital School District Board of Education adopts the following rules and regulations governing presentation to said Board.

A. INITIATION OF REQUEST

1. Any citizen or citizen group of the Capital School District may request to be placed on the Board of Education agenda. This request must be placed in writing with the Capital School District Superintendent who serves as Secretary of the Board at least fifteen (15) days in advance of the meeting. Upon reviewing the request, determination will be made as to whether the request will become an item of the Board agenda by the Superintendent in consultation with the board president.
2. The written request shall set forth the general nature of, and the grounds for, making a presentation.
3. All parties who are to be part of the presentation must also be made known to the Board in the request.

B. PROCEDURE ON REQUEST

Upon review of the request by the Superintendent whether it is a matter of interest and within the purview of the Board of Education for presentation before the Board at a regular meeting, determination will be made as to whether the request will become an item of the Board agenda by the Superintendent in consultation with the board president.

C. PROCEDURE AT BOARD MEETING

1. If the request becomes an agenda item, the Secretary of the Board of Education shall note in the minutes of the Board the names of citizens or group of citizens making the presentation.

2. Method of Proceeding:

- a. The citizen or group of citizens making the presentation will be subject to examination by the members of the Board, Superintendent or members of the Board's administrative staff as recognized by the President of the Board.
 - b. If a decision is called for, the Superintendent shall present his recommendation to the Board.
3. The Board, after considering the evidence presented and the arguments made for and against the presentation, shall reach a decision and so inform the parties in writing of that decision, if a decision is warranted.