

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board of trustees desires to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the district. Stakeholders are encouraged to fully utilize meetings with school officials, site councils, and administrative procedures to communicate and resolve issues with the school administration prior to presenting the issue to the board of trustees.

The following procedures are established to receive input from the school community:

Part I: PUBLIC PARTICIPATION ON POLICY ISSUES

Prior to a policy issue being acted upon by the board, the following procedure shall be followed:

1. The policy issue shall be identified and opened for discussion.
2. Any individual wishing to speak on the policy item shall be allowed to address the board for no more than three (3) minutes, at which time the person will be informed that his or her time has expired.
3. After listening to all comments, the board shall take action on the policy issue.

Part II: PUBLIC PARTICIPATION TIME

- A. A public participation time at the beginning of the regular board meetings shall be established for citizens to speak or make comments to the board.
- B. Guidelines for public participation time are as follows:
 1. Each individual wishing to speak must register with the board secretary on the required form prior to the board meeting.
 2. Individuals shall be recognized in the order in which they register.
 3. Each individual shall be limited to three minutes, and shall be notified when the time has expired.

Part III: PUBLIC PARTICIPATION PROCEDURES

The following board meeting procedures shall be observed:

1. The chairman of the meeting shall be responsible for recognizing speakers and maintaining proper order.
2. All comments will be recorded.
3. Persons may speak only once to an item and may not defer their time to another.
4. Speakers may offer comments on school operations and programs that concern them. However, in public session, the board will not

hear complaints about the school personnel. The consideration and disposition of legitimate complaints involving employees will be done in executive session.

Part IV: APPEALS OR COMPLAINTS BY EMPLOYEES OR FORMER EMPLOYEES

1. This procedure shall be governed by the district complaint procedures, board policy, administrative procedures, and applicable state law.
2. The employees shall limit their remarks to three (3) minutes.
3. The employee's supervisor shall also be present.

Part V: FINAL APPEALS OF STUDENT DISCIPLINE CASES

1. Students and their parents may appeal the decision of the Student Appeals Committee to the board.
2. The student and parents have three (3) minutes to present their matter to the board in executive session at the board's regular meeting on the first Tuesday of every month.
3. Persons who waive their right to appear at the Student Appeals Committee hearing are deemed to have also waived their right to appear before the board.
4. In student discipline cases, the board will have the written record of the previous hearing for consideration.

Part VI: AGENDA ITEMS

- A. Any patron wishing to make a presentation and desiring to be on the agenda is required to:
 1. Call the secretary to the board of trustees requesting to be placed on the agenda.
 2. Submit in writing to the superintendent, six (6) working days prior to the next regular board meeting, the written statement of the presentation.
 3. Limit the oral presentation to five (5) minutes.
- B. This written statement of the presentation submitted by the individual wishing to be on the agenda shall be sent to the board members along with other board materials prior to the board meeting.
- C. It is within the board's discretion to determine that all pertinent information has been received from the administration, teachers, parents, and public and each group has had adequate opportunity for input on a subject.

D. The determination of the item being placed on the agenda shall rest with the president of the board of trustees and the superintendent.

Persons appearing before the board are reminded, as a point of information, that members of the board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual board members, but answers must be deferred pending consideration by the full board.

SOURCE: Jackson Public School District, Jackson, Mississippi

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December 6, 2016