



Public Participation

To provide for full and open communication between the public and the Board of Education, the Board authorizes several avenues for the exchange of information, ideas and opinions between the public and the Board. Please see information below on various methods of communication. For more detailed information on **all** avenues of communication, please refer to [Board Policy BDDH](#).

Grievance through Established Policy and Procedure

Students, employees, and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators, and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

Written Correspondence

Written correspondence may be directed to the Board for consideration at a meeting. Correspondence should be submitted to the Board President directly or via the superintendent's office by hand delivery, e-mail, facsimile, or U.S. Mail. Statements of two pages or less are encouraged. Correspondence submitted to the superintendent's office will be forwarded to the Board President in a timely manner. Copies of all correspondence directed to the Board will be made available to all Board members.

Agenda Items

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the Superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will then be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons, and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item for the next regular meeting. The Board may

refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

Public Comment

The Board of Education reserves a ***total of 15 minutes*** for public comments at regularly scheduled meetings as a method for patrons to address the Board on agenda related matters. [Board Agendas](#) are published at least 24 hours prior to the board meeting. Patrons who wish to request to address the Board of Education may do so by accessing the Request Form via the link provided on the posted board agendas. The agendas are posted on the website, in the District Office, and local school buildings. **Requests must be submitted no later than 7:00 a.m. on the day of the regular board meeting.**

The Superintendent and Board President will determine the order of public commenters prior to the meeting using the following guidelines:

1. Priority will be given to requests in the order they are received.
2. Comments will be limited to five persons, with a three minute limit for each person (total of 15 minutes).
3. Only items from the posted agenda may be discussed.
4. If there are multiple requests to speak on the same topics, selections will be made in a proportionate manner so that different topics and perspectives are represented. Groups wishing to speak during public comment at a board meeting on a given topic are encouraged to select one individual to speak for all members.

When addressing the Board, please follow these guidelines:

1. Please limit your comments to no more than 3 minutes. The Board President will tell you when your time is up.
2. No individual will be permitted to speak more than once during this period.
3. Only items from the posted agenda may be discussed.
4. If the Board determines in its discretion that it has received sufficient input from the public regarding a matter, the Board may determine in its discretion that it will accept no further comments from the public regarding that matter at the current meeting.
5. Although the entire Board is the audience, all comments are to be directed to the President of the Board, who may ask that questions and/or comments be presented in writing.
6. You should not expect an immediate response from the Board. The Board may not legally be able to discuss the issue. Further, because the Board may not be aware of the issue, the Board may not have complete information to make a decision.
7. The Board has adopted grievance procedures to address the resolution of any complaints at the lowest possible level. These procedures will allow for a more prompt and appropriate resolution of complaints or grievances by the persons the Board has hired to administer the school. If you have not followed the district's grievance

procedures, the Board will refer you back to the administration. Please refer to policy BDDH for the proper grievance procedures.

8. If your comments concern individual students or staff members, the Board urges you to submit your comments in writing. Because the Board is bound by numerous state and federal confidentiality laws, the Board will only respond to issues involving individual students or staff members in closed session. To be placed on the district's closed session agenda, please submit a written request to the Superintendent five days prior to the next meeting.
9. The Board would like to remind all speakers they are liable for any defamatory comments made during the public comment portion of the meeting. Please keep your comments courteous, respectful, and appropriate so the Board may use the information you provide to make quality, informed decisions that are in the best interest of the District.

For assistance, please contact the Warrensburg R-VI District Office at 660-747-7823 or vcochron@warrensburg6.org.