

Public Participation in Open Meetings**PUBLIC ATTENDANCE**

The public and the news media are permitted to attend all open meetings of the Board. No person may be required to identify himself in order to attend any such meeting.¹

EXCEPTION

The chairman may impose conditions upon attendance at a given meeting only if such conditions are required for the maintenance of order.¹

PUBLIC PARTICIPATION

Persons wishing to address the Board must first be recognized by the chairman. Individuals or groups shall contact the Superintendent in writing no less than ten (10) working days in advance of the next regular meeting in order to be placed on the agenda.

SPEAKERS

An individual or groups promoting the same position on an issue and granted the privilege of being heard at any regular or special meeting shall appoint a spokesperson. The spokespersons must identify themselves, state their positions with their organizations (if applicable) and state their reasons for speaking. The chairman may rule on the relevance of the topic to the Board's agenda. The chairman may also establish time limits for speakers as may be required to maintain order and to ensure the expedient conduct of the Board's business.

REFERENCE:

¹[KRS 61.840](#)

RELATED POLICIES:

01.45

10.2

Adopted/Amended: 06/25/2013

Order #: 13

Citizen Suggestions and Complaints

SUGGESTIONS

The Board believes that a continuing two-way dialogue between the schools and the public is necessary. It shall be the policy of the Board to give consideration to suggestions posed to the Board by citizens of the district. Citizens wishing to make suggestions should submit them in writing to the appropriate school administrator or the Superintendent or chairman of the Board.

COMMITTEES

From time to time, the Board may appoint committees composed of citizens to advise the Board on specific matters. The Superintendent shall appoint District employees to serve on these committees as necessary. Such committees shall be ad hoc in nature and will serve at the pleasure of the Board.

Committees appointed by the Board shall comply with requirements of the Open Meetings Law.

PUBLIC HEARINGS

The Board will arrange for public hearings when the consideration of important issues requires a public forum. These shall be for the dual purpose of informing the public about the issue(s) and for receiving information from the public about the issue(s). The Board shall give prior notice for public hearings.

COMPLAINTS

The Board welcomes constructive criticism when such is motivated by a sincere desire to improve the effectiveness of the schools. Complaints regarding Board actions and policy matters should be directed to the Board. All other complaints should be directed to the administrative unit in which the problem arises. The proper channel for complaints is as follows:

1. Teacher,
2. Principal,
3. School Council, (where operational)
4. Superintendent, and
5. Board of Education.

Complainants should initially address the problem at the lowest level of involvement and may appeal to higher levels if satisfaction is not achieved.

APPEALS

Complaints appealed to the Board must be in writing and must contain a detailed description of the problem and the redress desired. The Board reserves the right to defer and redirect complaints that have not been explored to the appropriate administrative level.

REFERENCES:

[KRS 61.800](#); [KRS 61.805](#); [KRS 61.810](#)
[KRS 61.815](#); [KRS 61.820](#); [KRS 61.823](#)
[KRS 61.826](#); [KRS 61.835](#); [KRS 61.840](#)
[KRS 61.846](#); [KRS 61.848](#); [KRS 61.850](#)
[OAG 75-3](#)

RELATED POLICY:

01.421

Adopted/Amended: 03/14/2000

Order #: 5

Request to Place an Item on the Agenda

Name: _____

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Description of Issue: _____

Specific Action Requested: _____

Check if you are: ☐ Board Member ☐ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised:7/10/2001

Citizen Complaint to the Board

The Board will consider complaints regarding Board actions and policy matters. All other complaints should be directed to the school administrative unit(s) in which the problem arises.

Complaint initiated by _____

Telephone _____ Street Address _____

City _____ State _____ ZIP Code _____

Complainant represents ☐ himself/herself ☐ organization, specify _____

What is your initial complaint? Use full names, dates, exact occurrences, if appropriate. Attach additional page(s) if necessary.

What result(s) are you seeking from this complaint? _____

Check the levels of school administrative units with whom you have discussed this complaint, as per Policy 10.2.

☐ Teacher ☐ Principal ☐ School Council (where appropriate) ☐ Superintendent/designee

What response have you received from these different administrative levels?

*What action are you requesting the Board to consider? _____

*The Board reserves the right to defer and redirect complaints that have not been explored to the appropriate administrative level(s).

Review/Revised:7/10/2001