

**Board Meeting Agenda****PREPARATION**

Agenda for all Board meetings shall be prepared by the Superintendent at the direction of, and subject to the approval of, the Chairperson.

**BOARD MEMBERS**

When preparing agenda for special called meetings, the Chairperson may add items at his/her discretion, but shall add items as requested by three (3) or more Board members.

Any member of the Board may submit items for the agenda for a regular meeting through the Chairperson or the Superintendent. The agenda shall be closed to Board members seven (7) calendar days preceding the scheduled regular meeting unless the addition of a late item is approved by the Chairperson or by a request of three (3) Board members.

To reflect the Board's focus on advancing student achievement, the agenda for regular meetings shall be developed in accordance with the following requirements:

1. At least once each month when school is in session, the agenda shall include a student presentation, performance, or other demonstration of student learning.
2. At each regular meeting, the Board shall recognize the achievements and contributions of students, staff, schools/councils, or community members.
3. The Board shall receive communications from citizens and schools/councils as early as practical in the agenda.
4. Each regular meeting agenda shall contain opportunities for dialogue concerning student achievement issues, including the impact of student learning and support services and an analysis of progress indicators and data.
5. The agenda shall reflect a regular schedule of reports to the Board on the status of District finances, programs, and services.
6. The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least three (3) members. However, the agenda for a special called meeting shall not be amended after it is posted or delivered to Board members and requesting media.

Board members and the Board Attorney shall be provided by the Superintendent, at least three (3) days prior to the meeting, a copy of all documents that will be reviewed at the Board meeting, except: (1) in the instance of student disciplinary hearings where the referral to the Board has not occurred by that time, or (2) a late item is approved by the Chairperson or by the request of three (3) Board members.

**Board Meeting Agenda**

**DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC**

District employees and any member of the public may submit items for the agenda to the Superintendent ten (10) calendar days prior to the date of the meeting by filing the appropriate form.

District employees and members of the public may address the Board during the period set aside by the Board without submitting an item for the agenda. However, action will be taken on agenda items only.

Employees' concerns dealing with a grievance/communication issue must first be addressed in keeping with the Board's established policy/procedures.

**EXCEPTIONS**

Any item submitted after the printing of a regular Board meeting agenda, and approved by the Superintendent or Board Chairperson as an item requiring immediate action by the Board, shall be printed as an addendum and considered part of the agenda. The necessity for immediate action shall be listed on the addendum.

**REFERENCE:**

[KRS 160.290](#)

**RELATED POLICIES:**

01.44  
01.5  
03.16/03.26

Adopted/Amended: 03/19/2013  
Order #: 23



**Remarks by Citizens (Persons Who Have Signed Up To Speak)****PURPOSE**

The Scott County Board of Education strives to work with students, staff, families, and communities of Scott County in order to create a collaborative culture that ensures student learning.

**PERSONAL CRITICISM/COMPLAINTS**

Speakers will not be allowed to make any disparaging or critical remarks about individuals or employees of the District. Critical comments or complaints are processed through the District's complaint procedures, which afford the individuals to whom comments or complaints are directed, the opportunity for response and due process.

**PUBLIC COMMENTS**

A special time and place is reserved on each regularly scheduled meeting agenda for public comments. The Board Chairperson, in consultation with the Superintendent and other Board members, may or may not place public comments on the agenda for Board work sessions.

1. Those wishing to address the Board through public comments should notify the Board of their desire to speak by:
  - a. Calling the Superintendent's Office at least twenty-four (24) hours prior to the Board meeting to have their name and topic for public comment placed on the public comment list; or
  - b. Signing up on the public comment list (Name and Topic) prior to the start of the Board meeting.
2. If the topic does not pertain to an area under Board purview, the requester will be directed to speak with the appropriate District personnel.
3. Prior to public comments beginning, the Board Chairperson shall remind all present that comments should be about Board meeting agenda items or other items under Board purview. Except as permitted by Kentucky state law, Board members are prohibited from discussing individual personnel actions. The Board does not allow comments on matters regarding a specific school's School Based Decision Making (SBDM) policies. On SBDM matters, the school Principal or the District SBDM Coordinator should be contacted. The Board is also legally prohibited from discussing individual student situations in public, even if it is the speaker's child. Issues relating to a student should be addressed with the appropriate administrator. The Board Chairperson may rule on the relevance of the topic to the Board's agenda. The Chairperson may stop discussion if not related to current Board agenda or under Board purview.
4. A maximum of thirty (30) minute shall be allotted for public comments during the Board meeting.

**Remarks by Citizens (Persons Who Have Signed Up To Speak)**

**PUBLIC COMMENTS (CONTINUED)**

5. Each person wishing to speak shall be allowed five (5) minutes for comments. A group promoting the same position on an issue should pick one (1) spokesperson and shall be allowed seven (7) minutes for comments.
6. If the number of people wishing to make public comments will result in exceeding the thirty (30) minute allotment for public comments, the Board Chairperson may either lessen the time for each speaker or lengthen the total time for public comments.
7. The Board may ask questions or engage in discussion regarding public comments but may not take action regarding public comments during the Board meeting.

The Board welcomes and appreciates constructive feedback when such is motivated by a sincere desire to improve the effectiveness of the District. Feedback towards the Board should be focused on Board policies, decisions, and agenda items.

**RELATED POLICIES:**

01.42  
01.45

Review/Revised:5/6/14

**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.<sup>1</sup>

**EXCEPTION**

The chairperson may impose conditions upon attendance at a given meeting only if such conditions are required for the maintenance of order.<sup>1</sup>

**PUBLIC PARTICIPATION**

Persons wishing to address the Board must first be recognized by the chairperson.

**SPEAKERS**

Public participation shall be conducted as explained in 01.421 AP.1.

**REFERENCE:**

<sup>1</sup>[KRS 61.840](#)

**RELATED POLICIES:**

01.45; 10.2

Adopted/Amended: 03/19/2013

Order #: 23



**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 without pay 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 issues(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.

Complainant 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: 10/08/1996

Order #: 8G