



MOUNTAIN VIEW SCHOOL DISTRICT #244 PUBLIC INPUT PROCEDURE AND GROUND RULES At Meetings of the Board of Trustees

Meetings of the Mountain View School District #244 Board of Trustees are open to the public. However, the legal right to be present at such meetings does not include a legal right to speak or participate in such meeting. Any complaint about the District, including instruction, discipline, personnel, policy, staffing, budget, procedure, or curriculum should be referred through proper administrative channels before it is presented to the Board.

All complaints should be resolved through proper channels in the following order:

- 1. Teacher or Staff**
- 2. Principal or Supervisor**
- 3. Director or Administrator**
- 4. Superintendent**
- 5. Board of Trustees**

In particular, MVSD #244 staff wishing to address the Board about the above subjects must first follow the above channels.

- A. Those patrons wishing to have the Board address their question during the Public Input Session must submit their question to the Superintendent before 8:00 AM at least four days prior to the meeting date.
- B. During select meetings of the Board, the agenda includes a Public Input opportunity for the Board to receive direct input from individuals in attendance at such meeting.
 - 1. Persons wishing to be heard shall register for the Public Input Session and provide such to the Clerk of the Board no later than the commencement of the meeting. Meetings conducted electronically pursuant to the Governor's Proclamation on March 13, 2020 to suspend allowing the public to attend a meeting in person may submit their Public Comments using the form provided on the district website, sd244.org, and mail or email the form to the Clerk of the Board no later than the commencement of the virtual meeting.**
 2. The Request to Address the Board form shall include the name of the individual as well as a brief, descriptive summary of the subject matter sought to be addressed.
 3. This must be provided in order for the Board to properly determine if such input should be provided to the Board in Open Session.
 - a. Subject matters which must be addressed in Executive Session include, but are not necessarily limited to: hiring, the evaluation, dismissal, disciplining of, or complaints or charges against an employee, public officer, or student of the District/Charter School. There are situations where a personnel or student matter sought to be addressed may have to be



deferred to a later meeting of the Board so as to not bias the Board for a later personnel or student hearing that may have to be held.

- b. The subject matter sought to be addressed must relate to Board/School matters.
3. The Chairman of the Board will conduct the Public Input segment of the Agenda and will recognize speaker during Public Input in whatever order the Chairman selects.
4. Each speaker shall be allowed a maximum of 3 minutes to address the Board, unless otherwise indicated by the Chairman.
 - a. Speakers shall speak directly to the issue, as briefly and fully as possible.
 - b. Persons seeking to have the Board take action upon a matter shall be specific when addressing the Board regarding the action they desire to be taken.
5. The Board may ask questions, for the purpose of clarification.
6. The Board has no obligation to answer questions raised during Public Input; if needed or necessary, the Board may refer a particular question to the Superintendent for him to research and review prior to his response to the patron.
7. The Board will take no action and make no decisions during Public Input.
8. Presentations are to be civil and respectful. Public Input shall not disrupt the public meeting. There shall be no intimidation or personal attacks against the Board, members of the Board, school employees, or students of the District/Charter School. Shouting, loud statements, threats, name calling, offensive personal references, or other improper conduct is strictly forbidden. Individuals engaging in inappropriate conduct will be asked to leave the meeting. Failure to leave may result in law enforcement intervention.
9. The Chairman of the Board has the authority to terminate Public Input if the rules are not followed and/or should the input become redundant.
10. The Request to Address the Board Form will become part of the public record and minutes for the Board meeting.