

Public Participation at Board Meetings

Public Comments

Lakin USD #215 Board of Education appreciates and welcomes patrons taking time to talk to the board about our policies and procedures. If time for public comment is provided at a given board meeting, comments should be directed towards board policies or the procedures administrators establish to carry out policies. The board president may impose a more stringent limit on the time a visitor may address the board, but in no case will a person's comment time exceed 5 minutes. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group's message.

This is not the appropriate time or place for patrons to make comments of a personal nature about any district employee or student. Patrons speaking are not allowed to name a staff member(s) and/or student(s) or address a certain position that would identify an individual staff member. Patrons making comments which violate the privacy/confidentiality rights of any district employee(s) and/or student(s) will be asked to stop speaking or cease their remarks.

Patrons who request to speak at board of education meeting must complete a Request to Speak form and submit it to the board of education office at least three **(3)** business days prior to the board meeting at which they would like to speak.

Except to ask clarifying questions, board members shall not interact with speakers at the open forum.

Handling Complaints

After the Chain of Communication outlined in the flowchart below has been followed, the superintendent may refer complaints to the board only if a satisfactory adjustment cannot be made by a principal, the superintendent, or other appropriate staff members. If a patron has not received satisfactory adjustment of an issue, they should follow the procedures and policies required to participate in a board meeting. While it is preferred that the Chain of Communication be followed in addressing concerns, nothing herein prohibits an individual's ability to file a complaint under the district's complaint procedure.

USD #215 Lakin
Chain of Communication Flow Chart

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Assessments	Teacher	Principal	Director of Special Services	Superintendent	Board
Athletic Facilities	Athletic Director	Maintenance Director	Superintendent	Board	
Athletic Injuries	Coach	Athletic Director	Principal	Superintendent	Board
Athletics	Coach	Athletic Director	Principal	Superintendent	Board
Computer Concerns	Teacher	Principal	Technology Director	Superintendent	Board
Curriculum/Academic	Teacher	Principal	Superintendent	Board	
Discipline	Teacher	Principal	Superintendent	Board	
Facilities	Custodian	Maintenance Director	Superintendent	Board	
Finance	Treasurer	Board Clerk	Superintendent	Board	
Food Service	Head Cook	Food Service Director	Superintendent	Board	
Guidance	Counselor	Principal	Superintendent	Board	
Instruction	Teacher	Principal	Superintendent	Board	
Migrant	Teacher	Principal	Superintendent	Board	
Special Education	Teacher	Principal	Superintendent	SpEd Cooperative	
Student Concern	Teacher	Principal	Superintendent	Board	
Transportation	Bus Driver	Transportation Director	Superintendent	Board	

Request to Speak at Lakin USD #215 Board of Education Meeting

This form must be completed and returned to the clerk or the superintendent at least three (3) business days before the meeting at which you wish to speak. Your request will be reviewed, and one of three recommendations will be made:

1. Referral of your request to the appropriate administrator;
 2. Grant permission to address the board in public comment at the next or a later board meeting; or
 3. Decision to add this issue as an agenda item.
- Presentations will be limited to five (5) minutes or less.
 - Subjects, other than policy issues, will generally be referred to the administration.
 - Comments shall be limited to issues and not refer to personalities.
 - Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
 - A typed copy or an outline of your presentation must be included with this request form.

Permission to appear before the board at a regular meeting is subject to the above rules.

Name: _____

Address: _____

Telephone: _____

Individual or organization (if any) you represent: _____

Organization's address: _____

Signature: _____ Date: _____

District official's signature: _____

Date received: _____ Time received: _____

Recommendation Made: _____