**SCHOOL BOARD**

**2:230 Public Participation at School Board Meetings and Petitions to the Board**

The following guidelines are designed to help visitors understand the policies and procedures that govern school board meetings and identify the appropriate time to make comments, ask questions, or express concerns. In order to facilitate an effective meeting, we ask that all visitors who wish to make comments review the following guidelines prior to addressing the Board. Thank you.

**If You Wish to Address the Board Regarding an Item Not on the Agenda:**

The Open Meetings Act and Blue Ridge Board Policy provide the members of the public and District employees an opportunity to address the School Board during each regular and special open meeting during the appropriate time as indicated on the agenda and when recognized by the Board President.

1. Please identify yourself prior to speaking. Please be as brief and concise as possible. We ask each speaker to limit his/her comments to less than five (5) minutes.
2. The School Board supports the faculty, staff, and administration in their efforts to resolve issues relating to the District. Issues shall be channeled through the appropriate authority prior to being heard by the Board. The proper chain of command is as follows:
	1. Teacher/School Employee
	2. Principal
	3. Superintendent
	4. School Board
3. Any comments pertaining to specific complaints against personnel employed by the Board or matters related to individual students must be addressed in closed session. If you feel this is necessary, please refer to the guidelines for being placed on the agenda.
4. Please be aware that the Board may hear comments relating to issues not listed on the published agenda; however, the Board is prohibited from taking action on such items.
5. The School Board is committed to a sound decision-making process. Individuals or groups who wish a reply, discussion, data or study of a subject should ask to be placed on the agenda. This allows the Board and school personnel to adequately prepare for each issue.
6. School Board members, as individuals, have no authority over school affairs, and as such, we request that visitors direct comments to the Board as a whole rather than to individual Board members.

**If You Wish to Address the Board Regarding an Item on the Agenda:**

1. Please complete the Public Participation Form and give it to the Recording Secretary.
2. Any comments pertaining to personnel employed by the Board or matters related to individual students must be addressed in closed session. If this is necessary, please note this on the Public Participation Form.
3. Any person wishing to be placed on the agenda for a regular meeting should notify the Superintendent at least seven (7) business days prior to the regular Board meeting. Per Board policy, this request must be in writing.
4. School Board members, as individuals, have no authority over school affairs, and as such, we request that visitors direct comments to the Board as a whole rather than to individual Board members.

**If You Wish to be Placed on the Agenda for a School Board Meeting:**

Individuals or groups who wish to be placed on the agenda must submit their request in writing to the Superintendent by 4:00 p.m. at least seven (7) business days prior to the School Board meeting. The request must state the purpose and the topic to be presented.

**Petitions or Written Correspondence**

Petitions or written correspondence to the Board shall be presented to the School Board at the next regularly scheduled Board meeting.

LEGAL REF.:

105 ILCS 5/10-6 and 5/10-16.

5 ILCS 120/2.06, Open Meetings Act.

CROSS REF.: 2:220 (School Board Meeting Procedure); 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

Adopted: July 20, 2022

**Blue Ridge CUSD 18**