



QUESTIONS AND ANSWERS

i Are Board Meetings Open To The Public?

Meetings of the Board of Education are open to the public. The Board desires to be responsive to the community which it represents and encourages citizens to take an active part in its meetings. As a taxpayer and citizen of Kansas, you are part owner in the public school system.

Board Meetings are held at the District Offices Building, 231 E. Madison Street in Gardner, Kansas (in the Board of Education meeting facility).

Can an individual address the Board at a meeting?

A special time on the agenda, "Hearing of Requests and Suggestions of Citizen's and Organizations", is provided for an individual who wishes to address the Board concerning an item not listed on the agenda. The individual must complete an "Intent to Address the Board" card available outside the Board Room and present to the Clerk of the Board prior to the meeting.

The speaker is asked to stand and identify himself/herself by name and address. The Board President will place a five-minute time limit on each speaker, and unless extended by consent of the Board, the period of time for all speakers, on all topics, shall not exceed 30 minutes. If a group has comments, a spokesperson should be selected to speak on behalf of the group. If a prepared statement is used, copies should be provided to the Board and Superintendent. Patron comments are welcomed, but a response may not be given during the meeting.

How can a citizen bring a matter before the Board?

Any resident who wishes to have an item placed on the agenda may make his request in writing to the Superintendent of Schools, six days prior to the meeting. An individual making a request should include his name, address and telephone number of the organization or group represented, if any, a statement of action requested of the Board, and pertinent background information leading to the request.

What takes place at Board meetings?

The order of business at regular meetings is as follows:

- 1. Call to order*
- 2. Approval of Agenda*
- 3. Approval of Minutes of Previous Meeting, Financial Statements and Claims*
- 4. Commendations & Notes of Appreciation*
- 5. Requests and Suggestions of Citizens and Organizations*
- 6. Special Presentations*
- 7. Report from Superintendent*
- 8. Reports from Directors*
- 9. Reports from School Board Committees*
- 10. Old Business*
- 11. New Business*

Is the Board informed of the Agenda prior to the meeting?

Board members receive the agenda and supporting information prior to each meeting and come prepared to question, discuss and take action on each item. If an item must be referred to staff for further research and a recommendation, the appropriate responses will be made as soon as possible.

Executive Session Includes Confidential Topics:

- Personnel Matters*
- Matters relating to employer-employee negotiations*
- Matters relating to actions adversely or favorably affecting a person as a student, except that any such person shall have the right to a public hearing if requested by that person.*
- Matters relating to the security for the board, the school buildings or facilities, or the information system of the school.*

Are the Board's actions made public?

The Board of Education informs the public of its actions through news media and BOARD BRIEFS, a summary of the meeting uploaded to the district website after the meeting (Board Briefs). A summary/agenda of the most recent BOE meeting, personnel report, directors reports and treasurer's report will be posted on [BoardDocs](#). Minutes of the Board of Education are available for inspection at the Board of Education Office after they have been approved at the next regular board meeting, and are also posted on BoardDocs.