

Sage International School

COMMUNITY RELATIONS

4105 Public Participation in Board Meeting – Request to Address the Board

The Board encourages members of Sage International School community to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, the priority will be Sage International School students and their educational program.

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.

A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

Any complaint about Sage International School, including instruction, discipline, school personnel policy, procedure or curriculum, should be referred through proper administrative channels (See Uniform Grievance Procedure) before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff;
2. Supervisor, if applicable;
3. Director, if applicable;
4. Principal; then
5. Board of Directors.

Please also see Sage International School Policy Nos. 4110 Public Complaints.

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each regular and special meeting of the Board the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a

“Request to Address the Board” form. Forms are available from the Board Clerk and will be available at each meeting.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to five (5) minutes. Public comment will be taken on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

Written materials for Directors must be submitted to the Board Clerk. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Directors if received by noon the Friday preceding the Board meeting. Materials should not be sent directly to Directors. Materials may be presented or mailed to the Board Clerk at 457 E. Parkcenter Blvd., Boise, ID 83706.

If a topic is being considered by a committee established for that purpose, the Board Chair may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Board Chair may interrupt or terminate an individual’s statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Board Chair may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross Reference: Community Relations Policy 4110 Public Complaints
 Community Relations Policy 4120 Uniform Grievance Procedure
 Community Relations Policy 4320 Disruption of School Operations

Legal Reference: I.C. Section 33-512 (11)
 I.C. §74-206 Executive Sessions—When Authorized

Policy History

Adopted: 5/16/2011

Reviewed: 5/16/2016

Revised: 5/16/2016

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COMMUNITY RELATIONS

4105F Request to Address the Board

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A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING, OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

Any complaint about Sage International School, including instruction, discipline, personnel policy, procedure, or curriculum, should be referred through proper administrative channels before it is presented to the Board of Directors for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or staff;
2. Supervisor or Coordinator, if applicable;
3. Principal, if applicable;
4. Executive Director; then
5. Board of Directors.

If these channels have been exhausted, this form should be filled out and handed to the Board Clerk prior to the beginning of the meeting.

The Board of Directors follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, the Chair will announce your name at the appropriate time.

You will have the floor a maximum of five (5) minutes.

The Board of Directors encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written Comments must include name, address, and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.
2. Identify oneself and be brief. Comments shall be limited to five (5) minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than five (5) minutes.
3. The Board Chair may shorten or lengthen an individual's opportunity to speak. The Chair may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.
4. The Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

Policy History

Adopted: 5/16/2011

Reviewed: 5/16/2016

Revised: 5/16/2016

Sage International School
COMMUNITY RELATIONS 4105-Form
REQUEST TO ADDRESS THE BOARD

Date: _____ Requested Meeting Date: _____

Name: _____

Address: _____

Primary Phone #: _____

Email Address: _____

Affiliation Represented (parent, PTO, neighbor, etc.): _____

Brief Description of Reason to Address the Board:

Have you discussed this topic with the Sage Executive Director? Yes No

Important Information for Addressing the Board

If appropriate, the Board will add the request to the meeting agenda. Please submit any written materials to the Clerk of the Board at least three (3) business days in advance of the scheduled meeting.

If you have any technology needs for your presentation to the board, please make arrangements with school leadership at least one week in advance.

Each speaker will be limited to five (5) minutes.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up.

I have read and understand the [Sage International School Community Relations Policy 4105: Public Participation in Board Meeting – Request to Address the Board](#) and agree to abide by the guidelines provided in the policy.

Signature

Date

Form History

Adopted: 5/16/2011

Reviewed: 5/16/2016

Revised: 5/16/2016