



# KEARNEY R-I SCHOOL DISTRICT

## PUBLIC COMMENT GUIDELINES

The Board of Directors reserves a *total of 15 minutes* for public comments at regularly scheduled meetings as a method for residents and other interested persons to address the Board on school-related issues. The first five persons who sign up may address the Board. Other persons are encouraged to submit their comments to the Board in writing, or submit a written request to be formally placed on the agenda at the next meeting to the Superintendent *five days prior to the next meeting*.

If you are addressing the Board, please follow these guidelines:

1. Please limit your comment to no more than 3 minutes. The Board President will tell you when your time is up. If you have more information you would like to share with the Board, please submit it in writing to the Superintendent and it will be distributed to the Board. You may also request to be placed on the agenda at the next meeting.
2. You should not expect an immediate response from the Board. Unless you are addressing an item that is on the posted agenda, the Board may not legally be able to discuss the issue. Further, because the Board may not be aware of the issue, the Board may not have complete information to make a decision. Usually the Board President will direct the administration to contact the speaker and respond to your inquiries or comments at a later date.
3. The Board has adopted grievance procedures to address the resolution of any complaints at the lowest possible level. These procedures will allow for a more prompt and appropriate resolution of complaints or grievances by the persons the Board has hired to administer the school. If you have not followed the district's grievance procedures, the Board will refer you back to the administration. Please contact the Superintendent for a copy of these procedures.
4. If your comment concerns individual students or staff members, the Board urges you to submit your comments in writing. Because the Board is bound by numerous state and federal confidentiality laws the Board will only respond to issues involving individual students or staff members in closed session. To be placed on the district's closed session agenda, please submit a written request to the Superintendent five days prior to the next meeting.
5. The Board would like to remind all speakers they are liable for any defamatory comments made during the public comment portion of the meeting. Please keep your comments courteous, respectful and appropriate so the Board may use the information you provide to make quality, informed decisions that are in the best interests of the district.