

PUBLIC PARTICIPATION AT WORKSHOPS AND BOARD MEETINGS

The Penn Hills School District realizes taxpayers, residents, and parents are important contributors to the overall success of the district. The input of the public is important and valued in the decision making process. The public shall be afforded every opportunity to address the Board. The Board President shall balance the need for open input with the need for orderly meetings. Cell phones are to be turned off or set to silent mode. In order to promote efficient and orderly meetings, the Board shall allow public participation under the following guidelines:

- I. Workshops**
 - A. By Request:** Individuals may participate and provide input to workshop agenda items by prior invitation.
 - B. New Business:** At the end of the meeting at the discretion of the Board President, residents shall be recognized to comment or to raise new issues. Each presentation is requested to be three (3) minutes or less. (Advance notice and handouts are recommended - see below.)

- II. Board Meetings**
 - A. Confidentiality:** As before, matters of personnel, litigation, and student discipline will be treated with confidentiality. Board and public comments will be limited to non-confidential aspects of such matters (relation to policy, for example).
 - B. Agenda Items:** After an item has been moved and seconded for Board action, the President shall request comments from the public. Individuals giving public comment are requested to conclude their remarks within three (3) minutes. The Board President shall then request comments from the Board. Items added to the agenda as a result of the workshop will appear with an asterisk.
 - C. New Business:** At the end of the meeting at the discretion of the Board President, residents shall be recognized to comment or to raise new issues. Each presentation is requested to be three (3) minutes or less. (Advanced notice and handouts are recommended - see below.)
 - D. Board Member Comments:** At the conclusion of the meeting, prior to adjournment, the Board President will recognize each Board member to make any comments he/she feels are in order.
 - E. Board Resolutions:** Before acting on Board resolutions as a single motion, the Board President shall ask if any items are requested to be acted upon separately.

- III. Advance Notice**
 - A. Notice of Handouts:** Advance notice to address the Board is requested and will allow the Board time to prepare and understand the issue. The district will be better prepared to respond at the meeting. Without advance notice, the district may be required to take the matter under study.
 - B. Order of Speaking:** Speakers providing advance notice shall be called first in order of receipt of their request.
 - C. Agendas Available:** The Board will make copies of the agenda available to the the public at each office in district schools. Every attempt will be made to have the agenda complete and final by noon of the day prior to the meeting.

- IV. Chain of Solution**
 - A. Progression:** The chain of solution shall be to make suggestions and to raise issues at the appropriate level. This begins at the building or in the classroom. The teacher or principal will be given first opportunity to resolve issues. The issue only then progresses through the appropriate Director to the appropriate Assistant Superintendents, to the Superintendent, and finally to the Board. Issues that have not been raised at the appropriate level may be referred to that level for resolution.
 - B. Concern Forms:** Issues and ideas shall be written on concern forms. Forms are available at the office of each district building.