

Board meetings are conducted for the purpose of carrying on the official business of the school provide an opportunity for input while conducting an orderly meeting, individuals or groups may be heard by the Board in accordance with policy.

R**REQUESTS TO PLACE ITEM ON THE AGENDA**

In order that the Board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific board meeting should direct written requests to the superintendent or designee at least ten working days prior to the meeting.

The request should include:

- the name and address of the person or persons making the request;
- the organization or group, if any, represented; and
- a brief explanation of the nature of the item. Questions and/or materials to be presented to the Board are to be submitted along with the request. Additional items may be added to the agenda by the Board on a majority vote of the Board Members.

The Superintendent will confer with the Chairperson of the Board concerning whether to approve placing the requested item on the agenda, and to determine the appropriate meeting for such discussion.

The Superintendent, with the consent of the Board Chairperson, will accept or deny a request for inclusion on the agenda for any reason determined appropriate by the Superintendent and chairperson.

The Superintendent will explain any other processes available for addressing the concerns.

The Superintendent will notify the requesting party of the response to the request. The Board may, by majority vote and notwithstanding prior denial by the superintendent, consent to hear a presentation where the appeal to speak is made immediately prior to or during the course of the meeting.

