

Regular and special meetings of the Board of School Trustees are open to the public. The Board of School Trustees, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is cordially invited to attend Board meetings.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in the public. All meetings, except executive sessions, will be open to the public. The minutes of each meeting will record the action taken at that meeting. In accordance with state law, the journal of minutes is open and available to the public during the Northeast School Corporation's normal business hours.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to make requests, presentations, or proposals to the Board will be provided that opportunity. In accordance with Indiana State law, unless an item has been posted as an official agenda item, discussion, and action may be considered inappropriate.

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 requests to the Superintendent of Schools.

Requests for an item to be placed on the agenda will be submitted in writing to the Superintendent seven (7) calendar days, preceding a scheduled meeting of the Board. That request will include the name of the individual or group submitting the request, the address, the purpose of the request and the topic to be addressed.

The Superintendent will confer with the Board concerning approval to place the requested item on the agenda, and to determine the appropriate meeting for such discussion. The requesting party will be advised of the meeting at which the item will be a part of the agenda.

Speakers may be scheduled by the Superintendent of Schools to address subjects which are already included on the agenda. Citizens desiring to address subjects which are included on the agenda of a meeting of the Board of School Trustees will advise the Superintendent of Schools prior to noon on the Friday before the scheduled meeting. The request must be made in writing and must include the name of the speaker, the address, telephone number, name of organization represented (if any), and the specific agenda item to be addressed, and whether speaking in support of or in opposition to the proposal.

Speakers are limited to three (3) minutes. If a speaker wishes to speak on more than one item, the total time for all items shall not exceed six (6) minutes, although the Board of School Trustees may, at its discretion, extend the time through question-answer time. If an organization is being represented, a single spokesperson will be selected by groups or organizations to address the Board on an agenda item. Initial presentations are limited to three (3) minutes. The Board may allow six (6) minutes to be divided among the organization. One or more persons may utilize the six (6) minutes. Persons speaking at a Board meeting will address remarks to the

President of the Board. All statements shall be directed to the presiding officer; no person may address or question Board members individually. Members of the Board and the superintendent may have the privilege of asking questions of any person who addresses the Board. The President of the Board will be responsible for maintaining proper order and adhering to established time limits.

Speakers will be acknowledged by the President of the Board at the appropriate time during the agenda and invited to make comments on the agenda topic. Speakers may offer objective comments of school operations and programs that concern them. Speakers may offer objective comments regarding school operations and programs that concern them. Speakers may in no way malign students or employees in their comments to the Board in a public meeting. Issues related to personnel, individual circumstances or an individual school will be referred to the building principal or appropriate administrator to resolve the issue. Further complaints or concerns will be presented to the Board in writing. The Board of School Trustees will determine if the matter will be considered in a public meeting.

- A. The presiding officer may:
  - 1. Prohibit public comments which are frivolous, repetitive, or harassing;
  - 2. Interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 3. Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
  - 4. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - 5. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  - 6. Waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

Reference Source: I.C. 5-14-1.5-1

Following are additional procedures regarding participation:

- 1. It shall not be permissible to orally present or discuss complaints against individual employees of the Northeast School Corporation at any Board meeting. Such charges or complaints shall be presented to the Superintendent of Schools for disposition.
- 2. Groups or individuals who make a prepared presentation before the Board shall provide the superintendent with a copy of their presentation.

3. The superintendent shall inform the Board of the receipt and disposition of communications from the public directed to the Board through the superintendent.

Reference Source: IC 20-5-2-2