

**Burlington School District Policy**  
**B 18: PUBLIC PARTICIPATION AT BOARD MEETINGS**

**Formerly Policy BDDH**

In order to provide for full and open communication between the Board and the public (students, teachers, administrators, other employees and members of the community), the Board authorizes several avenues for exchange of information, ideas, and opinions. All of the following operate within the framework of the Board's scheduled meetings.

1. Written correspondence may be directed to the Board through the superintendent for consideration at a meeting. Statements of two pages or less are encouraged.
2. A citizen who wishes to have an item placed on the agenda will present the request in writing to the Board Chair, Clerk, or the Superintendent.
3. At each regular meeting of the Board, a period of (20) twenty minutes will be set aside as a public forum to permit members of the public to address the Board concerning any subject relating to public education in general and the operations of the Burlington School District in particular. Individual presentations will be limited to (3) three minutes. Members of the public shall also be afforded reasonable opportunity to express their opinion on matters being considered by the Board according to its agenda. Public comment shall be subject to reasonable control by the Board Chair. Members of the public should not expect to engage members of the Board in conversation or debate, as this time is specifically reserved for the Board members to hear from the public.

The Board will not entertain comment concerning the individual performance of a District employee or commentary concerning a specific complaint about an incident or program at a particular school unless the complainant has first utilized appropriate channels for the redress of such complaint. Appropriate channels shall include conversation with the program/building administrator and, if the matter remains unresolved, with the Superintendent and/or his/her designee. If the matter is still unresolved, a request can be made to the Chair to address the full Board in Executive Session. If comments concerning individual staff and students are commenced during a public forum, the Board Chair will immediately inform the speaker of this policy and defer receipt of any further communication concerning this matter.

The Board has the discretion with a vote of 2/3 of the members present to extend the period of time for public participation. The change would be in effect only for the meeting at which the motion was approved.

4. If a written response is required, the chair will identify the respondent. Written responses will be provided within 30 days. Appropriate responses from Board members and/or administrators during the hearing are:
  1. questions for clarification, and
  2. expressions of appreciation for those presenting and attending.
5. From time to time, the School Board may schedule a public hearing on any matter of concern to the community, including the annual budget.

All meetings of the Board will be presided over by the chairperson with the primary purpose of conducting the business of the Board in a responsible and expeditious manner. The chairperson will have authority to regulate and limit public participation within the provisions of this policy. The Board may determine to limit or alter this authority by majority vote.

August 31, 1993	Policy reviewed
March 28, 1995	Policy revised
December 4, 1998	Policy reviewed
June 8, 1999	Policy revised
April 8, 2008	Committee Review