

## **COMMENTING ON ITEMS APPEARING ON THE BOARD AGENDA**

You may also present information, ask questions about, or comment on topics already listed on the formal Board of Education agenda. Usually, in dealing with each agenda item, the Board members first hear information and recommendations presented by the Administrative Staff and then discuss the topic before taking action. Time for you to speak is during the Public Comments portion on the agenda. At that time, the Board President will call on those wishing to speak.

To address the Board about an agenda item, you should take these steps:

1. Prior to the start of the meeting, notify the Board President or the Superintendent that you wish to address an agenda item.
2. State your name and place of residence.
3. State the agenda item number and topic you wish to address.

You can fulfill these requirements quite easily. Simply complete the Request to Speak to Scheduled Agenda Item on the mailbox bench in the Superintendent's outer office and give it to the Superintendent or the Board President before the Board Meeting. The Board President will ask you to speak during the Public Comments time on the agenda. You may, if you wish, request to table your comments until the specific agenda item is discussed by the Board.

Generally, you will be allowed a maximum of (5) minutes of discussion time, unless the Board agrees to extend the time.

## **SIGNING UP TO SPEAK DURING THE PUBLIC COMMENTS AGENDA ITEM**

At each regular Board of Education Meeting, you may also speak to the Board about topics not on the agenda. This can be done during an early portion of the meeting called "Public Comments". To address the Board at this time, you should take the following steps:

1. Prior to the start of the meeting, notify the Board President or the Superintendent that you wish to participate during the Public Comments agenda item.
2. State your name and place of residence.
3. State the subject you want to present to the Board.

You can fulfill these requirements by completing the Request to Speak Form and giving it to the Superintendent or Board President before the meeting. During the Public Comments segment, the Board President will call on interested people to speak in the order in which their forms were received. Once you have been recognized, you should state your name and address and then make your comments.

Your comments will be limited to (5) minutes. The Board must approve any extension of that time. Total time for the comments from the Public Comments portion of the Board Meeting is (15) minutes. However, the Board may also extend this time limit

When you participate in the Public Comments segment, you should remember that, by law, the Board cannot take action on your information because it was not published on the agenda. Prior to taking action, the Board generally requests that the District's Administrative staff research comments from the audience and that the issue be placed on the agenda of a future meeting.

***Martensdale-St. Marys  
Community School  
District***



***Welcomes You  
to a Board  
of Education  
Meeting***

***MStM Community School  
390 Burlington  
Martensdale, IA. 50160  
Phone: 641-764-2466***

## **BOARD MEMBERS**

Scott Anderson, President  
Nicole Bunch, Vice-President  
Wade Gibson, Member  
Amy Harper, Member  
Dave Shutt, Member

### **SUPERINTENDENT OF SCHOOLS**

Jean Peterson

### **BUSINESS MANAGER/BOARD SECRETARY**

Jill Gavin

### **WELCOME**

Welcome to the meeting of the Board of Education of the Martensdale-St. Marys Community School District. We appreciate your interest in our schools. Whether you have come to observe or participate, we hope you will find the information and procedures described in this brochure helpful. Copies of this meeting's agenda can be found on the mailbox bench right outside the Superintendent's Office.

### **BOARD MEETINGS AND AGENDA**

The MStM Board of Education represents the residents of the District in its function as a policy-making body. Each of the five members of the Board of Education is a qualified district voter who is elected to a four-year term. The Board of Education holds two types of meetings-regular and special. Special meetings are held to deal with matters which cannot wait for action

until the next regularly scheduled meeting.

By law, both kinds of meetings must be public and must have agendas announced 24 hours prior to the meetings. Regular Board of Education meetings are usually held the second Monday of each month at **6:00 p.m.** in the Superintendent's Office.

### **PARTICIPATION IN BOARD MEETINGS**

While Board Members welcome your involvement, school-related problems can usually best be solved by talking with the employee closest to the problem-i.e. teachers, support staff, principal. If the issue cannot be solved at the school level, you should then bring it to the attention of the Superintendent. Should a satisfactory solution to the issue not be achieved at this level, your next step is to submit it to the Board of Education.

The Board of Education has provided three ways for you to address the Board about appropriate issues:

1. Requesting that an item be placed on the Board Agenda.
2. Commenting on items appearing on the Board Agenda (limited to 5 minutes)
3. Signing up to speak during the Public Comments Agenda Item (limited to 5 minutes).

### **REQUESTING THAT AN ITEM BE PLACED ON THE BOARD AGENDA**

By law, the Board of Education can only act on an item if that item is included on the formal Board Agenda. The agenda must be posted at least 24 hours in advance of the meeting. If you want to have the Board formally discuss and/or act on an item, you must have that item placed on the official Board of Education Meeting Agenda. To do so, you should take these steps:

1. Notify the Superintendent a minimum of (5) work

days in advance of the regular Board of Education Meeting at which you wish the agenda item to be considered. To be included on the regular Monday meeting, written requests must reach the Superintendent's Office by **4:00 p.m.** of the previous Monday.

2. Identify yourself and/or all the individuals who will speak to the Board regarding the item.
3. Provide written summary information about the agenda item so that the Superintendent can adequately prepare the Board to address the item. Giving the Superintendent this information ahead of time also gives the District's Administrative Staff time to prepare additional details the Board might request.

The Board Agenda Packet, which contains the Board's Agenda, exhibits and administrative recommendations, is usually prepared (5) calendar days prior to the regular meeting. The procedure allows for packets to be printed and distributed to the Board Members and others upon request at least (3) calendar days prior to the regular meeting.

When you submit items that are approved for inclusion on the Board of Education Agenda, you will be provided time to personally address the Board when that item is being discussed. This discussion, for both individuals and groups, is limited to a total of (15) minutes unless the Board agrees to extend the time.

The Board generally deals with an agenda item as a discussed item at one meeting and as an action items at a subsequent meeting. This allows time for reflection and for further staff and community input.