

SCHOOL DISTRICT OF KAUKAUNA
PUBLIC PARTICIPATION AT BOARD MEETINGS OR BOARD COMMITTEES

Citizens wishing to speak are asked to fill out the form below and present it to the President of the Board of Education or to the meeting Chairperson 10 minutes prior to the start of the meeting.

Public Participation at Board Meetings

The School District of Kaukauna encourages constructive, orderly contributions from the public at all regular and special meetings. The Board recognizes that citizens of the District are entitled to this input and that citizens can provide the board with a unique and important perspective on district affairs. The Board further believes that it is desirable for citizens of the district to understand the process by which their school district is governed.

CITIZENS WISHING TO CONTRIBUTE TO BOARD OR COMMITTEE MEETINGS SHOULD OBSERVE THE FOLLOWING RULES:

1. Copies of the agenda will be available prior to the meeting. Citizens are asked to fill out the form below, stating their name, address, and the topic on which they wish to contribute. Prior to the meeting, the President of the Board of Education or meeting Chairperson will collect the forms and organize them in terms of agenda topics or general comments. Citizens wishing to speak will be recognized during the public participation portion of the Board agenda.
2. Each person, when called, will give their name and address, and the name of any group they represent if appropriate. Citizens should limit their remarks to three minutes unless an extension is granted by the chair. Where comments may exceed the three minute limitation, the individual shall provide such comments to the Board of Education in written format and may summarize such comments in the three minute time frame.
3. **Comments and/or concerns, if not in reference to any item(s) found on the agenda, will be referred to the District Administrator or his or her designee for consideration of a response at a later date or to a study of the matter with a consideration of a response to come at a later date. The Board of Education may not under interpretation of Statute respond at the meeting to concerns of the public unless the item is noted on the open meeting portion of the agenda.**
4. Staff members may be heard during this time, but only in their capacity as staff, taxpayer, parent, or citizen.
5. Citizen’s contributions to special meetings called by the Board of Education will be limited to the topic of that meeting; general comments should be reserved for regular meetings.

While the Board recognizes its obligation to hear and respond to the public at regular and special meetings, it also reserves the right to meet in executive session on appropriate subjects.

Tear off, present to the Board President or meeting Chairperson

Date of Meeting: _____ Phone: (_____) _____

Name: _____ Group Represented: _____

Address/City/Zip: _____

Topic: _____