

# Hortonville Area School District

**Title:** Public Participation at  
Board Meetings

**Date Adopted:** 4/9/79  
**Date Revised:** 1/27/03  
1/8/07, 1/26/09

**Policy No.** 2013  
**Page 1 of 2**

## Policy Statement:

The Board encourages citizens of the District to attend its sessions so that they may become better acquainted with the operation and programs of the schools, and provide opportunity for the Board to receive input from the public. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to adjourn or recess a meeting at any time to discuss such matters as are properly considered in closed session.

## Rationale:

All meetings of the Board of Education will permit time for public input.

**Scope:** District-wide

**Responsibility:** Board of Education

## Implementation:

Procedures for Addressing the Board: In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts the following procedures and rules pertaining to public participation at Board meetings.

1. Anyone wishing to have an item placed on the agenda for an Open Session or Committee meeting of the Board of Education, should contact the District Administrator of the desire to do so and of the topic to be discussed as early as possible.
2. Anyone wishing to address the Board at a meeting, either as an individual or as a member of a group, should complete the form "Speaking at Meetings" and return the form to the Board table prior to the 'call to order' of the meeting. Forms will be placed on the chairs at the meeting or may be obtained from the Secretary to the District Administrator. This will permit orderly scheduling of public remarks on the meeting agenda.
3. The presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five (5) minutes.
4. Speakers may offer such objective criticisms of school operations and programs as concern them. However, in public session, the Board will not hear complaints regarding school personnel. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals. Individuals wishing to file a complaint regarding a personnel issue should contact a member of the Board of Education or the District Administrator. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment and presentation of facts as he/she sees them.
5. Non-committee Board members may participate in committee meetings on the same standing as a resident. Non-committee members should not attend closed sessions unless they are specifically asked by the committee chairperson to do so.

President

*Bill Murphy*

Date 1/26/2009

Clerk

*Paul J. Thomas*

Date 1/26/2009

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**Page 2 of 2**

All complaints made directly to the Board as a whole or to a Board member as an individual, may be referred to the school administration for study and possible solution. If it appears necessary, the administration, the person who made the complaint, the employee involved or Board member may request an Executive Session of the Board for the purpose of further study and decision by that body. Generally, all parties involved shall be heard for the purpose of presenting additional facts and explanations and/or clarifying issues.

**Associated Information:** Wisconsin State Statute 19.81  
Wisconsin State Statute 19.82  
Attachment "Welcome to Your Board of Education Meeting"  
Attachment "Speaking at Meetings"

## SPEAKING AT MEETINGS

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone (if you prefer) \_\_\_\_\_

Topic for comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please return this form to the Board Table.*

## WELCOME

The Hortonville Area School District Board of Education appreciates your attendance at this meeting and encourages your involvement in public education. This page of the Agenda is provided to help answer questions you may have and to guide you in your communications with Board members.

## MEETINGS

Regular business meetings are held on the second and fourth Mondays of the month. The first meeting is held on the second Monday of the month at the Hortonville High School Library, 246 N. Olk Street, Hortonville, Wisconsin at 7:00 p.m. and the second meeting is held on the fourth Monday of the month at the Greenville Middle School Media Room at 7:00 p.m. Meeting notices are posted at the Greenville Elementary, Greenville Middle, Hortonville Elementary, Hortonville Middle, Hortonville High schools, Hortonville Public Library and the District website (hasd.org). It is rare that a meeting needs to be changed or canceled but it does happen due to inclement weather, special events or holidays. Other special meetings may be called by the Board President to hold workshop sessions, meet deadlines or discuss emergencies. News media are notified at least 24 hours in advance. All regular and special meetings are open to the public.

By law, closed executive sessions can be held to discuss matters which require confidentiality. Such issues include personnel action, student discipline, site acquisitions, litigation or employee negotiations.

## SPEAKING AT MEETINGS

Copies of the board meeting agenda are available in the District Administrative Office or the District website (www.hasd.org) the Friday before each meeting. The Agenda provides for Community Input (comments from citizens, students, staff and associations) at the beginning of the meeting. If you wish to comment during the meeting, please complete a registration form stating your name, address and topic for comments. An individual has a **maximum** of five minutes to speak; a group spokesperson may speak for up to five minutes. *The Board of Education reserves the right to exceed or limit the number of minutes.* Individuals or groups requiring greater length of time should communicate in writing. We ask speakers not to be repetitious. In fairness to other speakers, all time limits will be enforced. The Wisconsin Open Meetings Law requires that Board of Education members do not discuss topics or respond to questions that are not listed on the Agenda.

## ROLE OF THE SCHOOL BOARD

The school board consists of seven citizens who are elected at large for three-year terms. They are responsible to the voters and act under the directions and restrictions of State law. They serve with pay. Board members have no power to act individually in the name of the Board. Action can be taken only when the Board is meeting in regular session with a majority of its members present. **Roberts Rule of Order** is the parliamentary authority for procedure.