

COMMUNITY INVOLVEMENT IN DECISION MAKING

The board recognizes the importance of ongoing community engagement in supporting the district's mission and is committed to engaging the community in meaningful and intentional ways.

Definitions

Community – The district's community includes district parents/guardians; residents; students; taxpayers; representatives from business, social services and local government; civic organizations; advocacy groups; religious leaders; employers; and others who have a stake in the district's success. The composition of community members participating in any particular engagement activity will vary depending on the purpose and type of the activity.

Community Engagement – The process by which school boards actively involve diverse citizens in dialogue, deliberation and collaborative thinking around common interests for their public schools. Community engagement focuses on long-term, significant issues involving the district's values, beliefs, mission, vision and goals. The board and district administration make operational decisions.

Engagement Activities – Include, but are not limited to, community forums, focus groups, study groups, listening circles, training and education on education-related topics, dialogue, visioning, polling/surveys, media strategies, webinars, wikis and shared workspaces.

Written Communication

It is crucial that district residents have the opportunity to communicate directly with the board, including outside of board meetings, where time is limited and where the district must conduct business. Community members may provide written comments to the board on a school-related topic by submitting the comments, electronically or otherwise, to the board secretary or the board president. Any communications directed to the board will be provided to all board members. When appropriate, the board president will respond on behalf of the board.

The district may post on the district's website an email address or other electronic tool for the public to use to submit comments to individual board members or the board as a whole.

Board Meetings

The board encourages the public to attend open school board meetings. As required by law and provided in policy BDDH, the board allows district residents to request that an agenda item be added to regularly scheduled board meetings. The board provides other opportunities for the public to speak at board meetings as well.

The district will conduct engagement activities using a variety of methods, including virtual, written and in-person methods. The district will schedule engagement activities at locations and times convenient to community participants. The district will hold in-person activities in accessible locations, when possible, and may provide childcare, language interpretation and other services to increase participation and understanding. The district may also offer a variety of virtual activities throughout the year.

The board will evaluate all engagement activities in collaboration with activity participants to determine the activity's effectiveness. Depending on the type of activity, the evaluation may be ongoing over the course of the activity, conducted after the activity ends, or both.

Committees, Councils and Task Forces

The Board encourages the superintendent to establish advisory committees, steering committees, site councils, ad hoc committees and task forces at the district or school level. Each of these committees, advisories and task forces shall be given the following guidelines:

1. A charge, timeline and requirement for reporting from the superintendent to be given annually or prior to the activation of the committee
2. Membership requirements, as well as composition, appointments and tenure
3. Meeting information
4. Resources the district will provide
5. Termination and/or reorganization of the committee, council or task force

Public Opinion/Feedback Surveys

The Board recognizes the need to obtain valid and accurate information regarding community public opinion and attitudes about education in Parkway. To meet this need, the superintendent may authorize and conduct public opinion surveys to provide assistance in the decision-making process when:

1. The Board or superintendent believes information is needed to assist in providing direction for present and future programs;
2. There are individual pertinent questions that require community reaction; or
3. Present survey information needs to be updated.

All public opinion surveys will be validated by a meaningful set of purposes and indications of how the information will be used.

In developing and implementing the process by which surveys are conducted, the superintendent may include input and assistance from the Board, the professional staff, the

communications advisory committee, other advisory committees and interested citizens. On occasion, the district may seek and employ survey professionals as consultants and advisors.

The superintendent is responsible for evaluating, interpreting and reporting the results to the Board and disseminating the results to the staff and public.

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PUBLIC PARTICIPATION AT BOARD MEETINGS
(Districts Designating a Public Comment Period)

The school board is acutely aware that board members are elected to serve the public, and the board seeks to conduct its business transparently. The district encourages the public to attend open school board meetings and other public meetings in person and, when available, virtually. In addition, there are some instances where members of the public may be provided the opportunity to speak at a school board meeting. As an extension of policy KC, Community Engagement, the board has created the following options for receiving input from students, employees and community members.

Grievance Policies and Procedures

The district has established several policies and procedures to assist students, parents/guardians, staff and the public in bringing concerns or grievances to the district. The board encourages the public to utilize these policies and procedures before bringing concerns to the board and may refer the public to these processes prior to taking action.

There are additional legal processes created by law to address concerns about accommodating students with disabilities or concerns about a student's special education program.

Agenda Items

In accordance with law and the district's community engagement policy, district residents may place items on the agenda of a regularly scheduled board meeting as outlined in this policy. The agenda items must be directly related to the governance or operation of the district. The board will not hear resident-initiated agenda items at meetings other than the board's regularly scheduled meeting unless the board president grants an exception.

Residents who wish to place an item on the agenda must first meet with the superintendent or designee to attempt to resolve the issue unless the superintendent or designee waives such a meeting. The meeting will take place within 20 business days of the superintendent or designee receiving a written request to meet. If the superintendent or designee waives the meeting or does not meet with the resident within 20 business days, or if the resident is not satisfied with the meeting's outcome, the resident may submit a written request to the board secretary to add the item to the board agenda.

The board secretary will include the item on the next regularly scheduled board meeting's agenda, subject to the rules listed below, if the resident submits the request to the board secretary at least five days prior to the meeting. Otherwise, the board secretary will place the item on the agenda for the subsequent regularly scheduled meeting.

Rules

1. The board may move an agenda item to a different meeting with the consent of the resident.
2. The board may refuse to hear or delay hearing an agenda item if:
 - a. The board has heard an identical or substantially similar agenda item in the previous three calendar months; or
 - b. The resident has previously violated district rules regarding conduct at meetings or on district property.
3. The board may delay the hearing of a requested item if more than three resident-initiated agenda items are scheduled for the same meeting. The delayed agenda item will be moved to the next regularly scheduled meeting. If a resident's item is delayed for this reason, the resident will be provided an alternate method of communication with the board, such as submitting written comments.
4. The board president will make the decision on whether to delay or refuse an agenda item and will communicate that decision to the resident and the other board members. Board members who disagree with the decision may communicate their concern to the board president, request that the agenda item be added, request that a special meeting be called, or make a motion at a meeting for the item to be included on a future meeting's agenda.
5. The board will place the agenda item in open or closed session in accordance with law and district policy.
6. The superintendent or designee may invite district staff or other relevant persons to be present during the discussion of the agenda item to address the item and answer questions.
7. The board will allow the resident five minutes to present their issue to the board unless the board president allots more time to the discussion.
8. Only resident(s) who met with or requested to meet with the superintendent or designee will be allowed to speak during this time.
9. If more than one resident seeks to speak on the same item at the same meeting, the board president, at their discretion, will determine the total time that will be devoted to the item and how the time will be shared between the residents. The board president will encourage residents to appoint a spokesperson or communicate their concerns through other means. If the board must limit the number of speakers, it will assign priority based on the order in which the requests were received.
10. Board members may ask the resident questions, seek additional information from the superintendent or designee, or otherwise discuss the topic.
11. The board may allow a resident additional time to speak upon the motion and vote of the board.
12. Any board member who wishes to devote more time to an agenda item may request that the item be put on the agenda for another meeting, which will be voted on by the board.
13. The board may discuss the public business content of presented agenda items but is not

required to decide any matter of public business or formulate any public policy as a result of the discussion.

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of community concern, such as setting the district's tax rate. The district will be provided notice of these hearings as required by law and as determined necessary to inform the public.

Public Comment

All regular meetings of the Board of Education shall be open to the public. The Board encourages district residents, staff, students, and business partners to make known their thoughts and concerns during the Public Comments section of Board of Education meetings.

The Board of Education of the Parkway School District will establish as a normal item of its order of business at each regular board meeting a period for statements from the public ("Public Comments") who have registered in advance of the meeting to speak. During Public Comments, any person may make a statement or address the Board. Each speaker shall make his/her statement in a brief and concise manner. The time period for public comments shall be at the discretion of the President of the Board, but will be limited to no more than three minutes per speaker. When a statement has reached the end of the specific allotted time for any given meeting, the microphone will automatically be muted to provide for transition to the next speaker.

The Board or the Superintendent may seek additional information or clarification from the speaker addressing the Board. At the discretion of the President of the Board, the public comments segment of the agenda may be limited to thirty minutes. Also at the Board's discretion, the Board, the Superintendent or the administrative staff will provide a written response within a reasonable time period.

Board meetings may be conducted virtually during emergency closures of the District or when authorized by the President of the Board.

Although the public has the right to attend regular meetings of the Board of Education, no individual or group has the right to enter into the closed meetings of the Board.

In order to ensure those who desire to have an opportunity to make a statement to the Board, whether in person or virtually, the following guidelines will govern:

In-Person Board Meetings - Speakers may sign up by providing their name and subject of the statement on the form available at the entrance of the Board meeting. The sign up period will begin at least thirty minutes prior to the start of the regular board meeting and will close at the start of the board meeting. Speakers are encouraged to provide the Board with a copy of their statement or a short written description of the topic they are addressing. Speakers will be invited to speak in the order they signed up. Those making a statement shall first state their name and group, if any, they represent.

Virtual Board Meetings - Speakers may sign up at least 24 hours prior to the start of the regular board meeting using the link on the Board's web page or may contact the Board Secretary. Speakers must register to speak at least two hours prior to the start of the meeting. Speakers will receive a confirmation email with a link and/or call in number to participate remotely. Speakers will be called upon to speak by the President of the Board in the order in which they have registered to speak. Those making a statement shall first state their name and the group, if any, they represent.

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