

1 Board meetings are conducted for the purpose of carrying on the official business of the school  
2 system. The public is cordially invited to attend board meetings to observe the board as it  
3 conducts its official business.

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5 The Transylvania County Board of Education (the “board”), as an elected representative body of  
6 the school system, also wishes to provide a forum for citizens to express interests and concerns  
7 related to the school system. In order that the board may conduct an orderly meeting while  
8 providing an opportunity for input, individuals or groups may be heard by the board in  
9 accordance with this policy or subsection D.3 of policy 2300, Board Meetings, which addresses  
10 public hearings.

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12 **A.     REQUESTS TO PLACE ITEM ON THE AGENDA**

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14 In order that the board may fairly and adequately discharge its overall responsibility,  
15 citizens desiring an item to be placed on the agenda for a specific board meeting should  
16 direct written requests to the superintendent at least six working days prior to the  
17 meeting.

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19 The request should include: (1) the name and address of the person or persons making  
20 the request; (2) the organization or group, if any, represented; and (3) a brief explanation  
21 of the nature of the item. Questions and/or materials to be presented to the board are to  
22 be submitted along with the request.

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24 The superintendent shall confer with the chairperson of the board concerning whether to  
25 approve placing the requested item on the agenda and to determine the appropriate  
26 meeting for such discussion. The superintendent, with the consent of the board  
27 chairperson, shall accept or deny a request for inclusion on the agenda for any reason  
28 determined appropriate by the superintendent and chairperson.

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30 The superintendent shall notify the requesting party of the response to the request. If the  
31 request is denied, the superintendent shall explain any other processes available for  
32 addressing the concerns. (See Section C, Reports of Complaints, below.) At the  
33 meeting, the board may, by majority vote and notwithstanding prior denial by the  
34 superintendent, add an item to the agenda before the agenda is adopted. After the agenda  
35 has been adopted, a two-thirds vote is required to add a new item to the agenda.

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37 The chairperson shall establish the amount of time for individual or group presentations.

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39 **B.     PUBLIC COMMENT**

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41 Each month, ~~the first~~ a part of at least one regularly scheduled board meeting, **which may**  
42 **be a regularly scheduled work session**, will be set aside for citizens to address the board  
43 through public comment. **Board meetings, which include public comment, are a limited**  
44 **public forum. The board limits public comment to issues relevant to, and within the**

45 jurisdiction of, the Board of Education. The board will not discriminate based on the  
46 viewpoint expressed by speakers on permissible topics.  
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48 Each speaker will receive three (3) minutes to present comments; however, the public  
49 comment session will not exceed thirty (30) minutes total except by majority vote of the  
50 board. A sign-up sheet will be available thirty (30) minutes before the meeting begins for  
51 any individual or group to indicate their desire to address the board. During the public  
52 comment period, the board chair will recognize speakers in the order in which they  
53 signed in. Substitute speakers will not be permitted and speakers may not donate any  
54 portion of their time to another speaker. If a speaker is unable to present all of his or her  
55 information within the specified time limit, the speaker may provide the board with the  
56 additional information in written form. If an unusually large number of people request to  
57 speak, a majority of the board may ~~decide to extend the time for public comment,~~ reduce  
58 the time for each individual, or ~~to~~ require the designation of a spokesperson for each  
59 group of persons supporting or opposing the same positions. At any time, the board may  
60 establish additional procedures to ensure that public comment sessions proceed in an  
61 efficient and orderly manner.  
62

63 Public comment is not a time for dialogue between individuals and board members or  
64 amongst individuals. Board members will not respond to individuals who address the  
65 board except to request clarification of points made by the presenter. The board does not  
66 transact any official business during public comment.  
67

68 ~~Issues involving individual personnel or student matters are confidential and, therefore,~~  
69 ~~are not appropriate for the public comment session. Concerns related to personnel or~~  
70 ~~student matters should be handled as a complaint and reported to the superintendent or~~  
71 ~~designee as provided under the Reports of Complaints section, below. Individualized~~  
72 ~~personnel and student matters are confidential as provided in applicable federal and state~~  
73 ~~law. Such matters are within the jurisdiction of the superintendent or designee to~~  
74 ~~investigate and resolve or make recommendations to the board in accordance with law~~  
75 ~~and board policy. In such matters, the Board of Education serves as an avenue for appeal~~  
76 ~~and/or final decision in accordance with law and board policy. Therefore, public~~  
77 ~~comment is not the appropriate forum for complaints related to identified school~~  
78 ~~employees or students.~~  
79

80 The superintendent or designee shall make available this policy and other relevant  
81 grievance procedures to any individual or group wishing to submit a complaint regarding  
82 an identified school employee or student. In addition, nothing in this policy prohibits the  
83 ability of a citizen to send the Board of Education comment in writing which may be  
84 maintained as confidential in accordance with applicable law. State and/or federal law  
85 may require disclosure of a written comment or complaint to any employee, student, or  
86 parent(s) of a student identified in the comment or complaint.  
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88           Except in cases of emergency, information received during presentations will not be  
89           acted upon at the time it is received. It will take unanimous vote of the board members  
90           present to take action on a presentation considered to be of an unusual or emergency  
91           nature at the time it is presented.

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93           **Personal attacks on school employees or board members are prohibited and** disruptions  
94           by any person or persons of a public meeting will be subject to action in accordance with  
95           G.S. 143-318.17.

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97           If the board does not hold a regular meeting during a month, the board will not provide a  
98           time for public comment at any other meeting held during that month, unless a majority  
99           of the board votes to allow public comment at the meeting or unless the purpose of the  
100          meeting is a public hearing.

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102   **C.     OTHER REPORTS OF CONCERNS OR COMPLAINTS**

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104          **Concerns or** ~~Complaints~~ about the ~~performance of school personnel, student matters,~~  
105          implementation of board policy, the quality of the educational program, or school  
106          facilities should be submitted initially for a response to the school system official  
107          responsible for the program or facility or to the superintendent. The superintendent or  
108          designee shall make available this policy and other relevant grievance procedures to any  
109          individual or group submitting a complaint.

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111   Legal References: G.S. 115C-36, -51; 143-318.10, -318.17

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113   Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Responding to  
114   Complaints (policy 1742/5060), Role of Board Members in Handling Complaints (policy 2122),  
115   Board Meetings (policy 2300), Board Meeting Agenda (policy 2330)

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117   Adopted: December 21, 2009

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119   Revised: October 19, 2015; March 5, 2018; August 2, 2021; December 20, 2021; **[DATE]**