

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.
4

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.
11

12 **A. REQUESTS TO PLACE ITEM ON THE AGENDA**
13

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.
18

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.
23

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.
29

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.
36

37 The chairperson shall establish the amount of time for individual or group presentations.
38

39 **B. PUBLIC COMMENT**
40

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.
47

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 reduce the time for each individual or to
58 require the designation of a spokesperson for each group of persons supporting or
59 opposing the same positions. At any time, the board may establish additional procedures
60 to ensure that public comment sessions proceed in an efficient and orderly manner.
61

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

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

79 The superintendent or designee shall make available this policy and other relevant
80 grievance procedures to any individual or group wishing to submit a complaint regarding
81 an identified school employee or student. In addition, nothing in this policy prohibits the
82 ability of a citizen to send the Board of Education comment in writing which may be
83 maintained as confidential in accordance with applicable law. State and/or federal law
84 may require disclosure of a written comment or complaint to any employee, student, or
85 parent(s) of a student identified in the comment or complaint.
86

87 Except in cases of emergency, information received during presentations will not be
88 acted upon at the time it is received. It will take unanimous vote of the board members

89 present to take action on a presentation considered to be of an unusual or emergency
90 nature at the time it is presented.

91
92 **Personal attacks on school employees or board members are prohibited and** Disruptions
93 by any person or persons of a public meeting will be subject to action in accordance with
94 G.S. 143-318.17.

95
96 If the board does not hold a regular meeting during a month, the board will not provide a
97 time for public comment at any other meeting held during that month, unless a majority
98 of the board votes to allow public comment at the meeting or unless the purpose of the
99 meeting is a public hearing.

100
101 **C. OTHER REPORTS OF CONCERNS OR COMPLAINTS**

102
103 **Concerns or** ~~Complaints~~ about the ~~performance of school personnel, student matters,~~
104 implementation of board policy, the quality of the educational program, or school
105 facilities should be submitted initially for a response to the school system official
106 responsible for the program or facility or to the superintendent. The superintendent or
107 designee shall make available this policy and other relevant grievance procedures to any
108 individual or group submitting a complaint.

109
110 Legal References: G.S. 115C-36, -51; 143-318.10, -318.17

111
112 Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Responding to
113 Complaints (policy 1742/5060), Role of Board Members in Handling Complaints (policy 2122),
114 Board Meetings (policy 2300), Board Meeting Agenda (policy 2330)

115
116 Adopted: December 21, 2009

117
118 Revised: October 19, 2015; March 5, 2018; August 2, 2021; December 20, 2021; [DATE]