



# USD 320 - Wamego Public Schools Board of Education

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**Michele Johnson**  
*District 1*

**Ryan Hargitt**  
*District 2*

**Nicolette Zeigler**  
*District 3*

**Cory Meyer**  
*District 4*

**Rob Pettay**  
*District 5, Vice-President*

**Sheryl Wohler**  
*District 6, President*

**Bruce Coleman**  
*At-Large*

**Tim Winter**  
*Superintendent*

**Kathryn Mayfield**  
*Clerk of the Board*

## **BOARD OF EDUCATION MEETINGS**

### **Public Participation**

The general public shall be invited to attend all board meetings, except executive sessions. Any patron wishing to place an item on the agenda shall first notify the superintendent seven days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the superintendent shall place the patron's request on the agenda of the next regular board meeting.

Permission to speak shall be at the discretion of the board president. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson. The following rules will apply to visitor presentations.

- Presentations shall not exceed five (5) minutes.
- Subject matter, other than policy issues, will be referred to the administration.
- Comments shall be limited to issues and not refer to personalities.
- Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
- Typed copy or an outline of your presentation must be included with this request form.

If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite the visitor to return at a regular or special meeting.

### **Executive Session**

School board business is public business and all official board action should be taken in open session. Executive sessions may sometimes be needed, however, to discuss matters prior to board action. By statute (K.S.A. 75-4319) no subjects shall be discussed at any closed or executive session, except the following:

- Personnel matters of nonelected personnel.
- To discuss matters affecting a student(s).
- To discuss confidential financial data or trade secrets of a business.
- Consultation with an attorney for the board, which would be deemed, privileged in the attorney-client relationship.
- To discuss negotiations.
- To have preliminary discussions about the acquisition of real property.
- To discuss matters relating to the security of the board or the school.

**UNIFIED SCHOOL DISTRICT NO. 320**  
**Request to Appear Before the Board**

This form must be completed and returned to the clerk or the superintendent at least seven (7) days before the meeting at which you wish to speak. Your request will be reviewed and one of three recommendations will be made.

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed 5 minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy or an outline of your presentation must be included with this request form.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_  
\_\_\_\_\_

Organization's address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

District official's signature \_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_