

**REQUEST FOR PLACEMENT  
ON THE  
SCHOOL DISTRICT OF SHEBOYGAN FALLS  
BOARD AGENDA**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

\*\*\*Date Submitted \_\_\_\_\_

**I would like to have the Board of Education consider the following topic:**

**Please provide a brief explanation of the item(s) you would like to have the Board of Education consider for placement on their agenda.**

**\*\*\*All items submitted for consideration *must* be delivered to the District Office at 220 Amherst Avenue (Sheboygan Falls High School) *no later than the first of the month* in order to be included on the agenda for that same month. The Board typically meets on the third Monday at 6:30 p.m. in the SFHS Library.**

**A copy of the Board Policy #0167.3, Public Participation at Board Meetings, is attached to this form. Please review it carefully.**

**The Board of Education, School District of Sheboygan Falls, thanks you for your interest in the District and the children we serve!**

## Public Participation at Board Meetings

The Board of Education encourages public participation at Board meetings. So that the Board can conduct its business in an orderly and efficient manner, the following shall apply:

- A. The public may address their views to the Board on agenda or non-agenda items during the public forum. The public forum will be conducted each month at the regular meeting. The forum will be limited to fifteen (15) minutes and may be extended at the discretion of the Board.
- B. In order to protect individual privacy rights, personnel matters will not be discussed during the public forum. Personnel concerns may be communicated to the administration, to Board members, or to the Board Personnel Committee. This communication may be made through personal contact, by telephone, by email, or in letter form.
- C. Before issues are brought to the Board, citizens are encouraged to contact individual teachers, building principals, other administrative staff, or the District Administrator. In most cases, these individuals are able to answer questions, resolve problems, or address concerns.
- D. The Board has the legal responsibility to determine the agenda for their meetings. Citizens who wish to submit an item to the Board for placement on the agenda may do so by completing the form entitled "Request for Placement on the School District of Sheboygan Falls Board Agenda." This form is available on the District web site, in the District office, or can be mailed to the citizen if requested by phone or letter. The form must be completed and submitted no later than the first day of the month for placement on the next available regularly scheduled meeting agenda. The Board shall make the final determination whether or not to include submitted items on their agenda.
- E. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;

2. request any individual to leave the meeting when that person does not observe reasonable decorum;
3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
5. waive these rules. with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

F. Recording, filming, or photographing Board meetings is permitted. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted in the meeting room while the Board is in session.
3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

19.90, Wis. Stats.