

AUDUBON COMMUNITY SCHOOL SYSTEM'S MISSION STATEMENT

Our MISSION is to provide a quality education in a positive, equitable, and respectful environment that encourages and prepares all students to become life-long learners and responsible members of a rapidly changing society.

The Audubon Community School District is an equal opportunity employer.

WELCOME TO A MEETING OF THE BOARD OF EDUCATION

Welcome to a meeting of the Board of Directors of the Audubon Community School District. We appreciate your interest in our schools.

Whether you have come to observe or participate, we hope you will find this informational brochure helpful. Agendas are also available upon request from the superintendent.

WHAT YOU NEED TO KNOW

- 1) to get on the agenda**
- 2) to comment on agenda items**
- 3) to use the Public Forum to address the Board**

ABOUT BOARD MEETINGS AND AGENDAS

The Audubon Community School District's Board of Education represents the residents of the school district in its function as a policy-making body. Each member is a qualified voter elected for a four-year term. The Board holds two types of meetings: regular and special.

By law, both types of meetings must be public and must have agendas announced 24 hours in advance. Regular board meetings are usually held the third Monday of each month in the board room at the high school. These meetings begin at 7:00 p.m.

Regular meetings follow the sequence of agenda items listed below.

- 1) Call to Order
- 2) Approval of Agenda
- 3) Recognition of Visitors
- 4) Public Forum
- 5) Approval of Minutes, Warrants, and Financial Reports
- 6) Review of Transportation Report
- 7) Action Items
- 8) Discussion/Information Items
- 9) Adjournment

Special meetings are held when issues require action before the next regularly scheduled meeting.

YOUR PARTICIPATION IN BOARD MEETING

While the Board welcomes your involvement, school related problems are usually best solved by talking with the employee closest to the problem – a teacher or principal. If the issue cannot be resolved at that level, then bring it to the attention of the superintendent. Should a satisfactory solution still not be achieved, your next step is to submit it to the Board of Education.

The Board of Education has provided three ways for you to address members about issues of interest:

- 1) By placing an item on the agenda.
- 2) By commenting on items already on the agenda.
- 3) By sharing information or concerns during the Public Forum item on the agenda.

PLACING AN ITEM ON THE BOARD AGENDA

By law, the Board can only act on items included in the formal agenda, which must be announced at least 24 hours in advance of the meeting where action is sought. If you want the Board to formally discuss or act on an item, your item must be placed on the official meeting agenda. To do so, follow these steps:

- 1) Notify the superintendent a minimum of 5 working days before the board meeting where the item is to be considered. Requests must reach the superintendent's office in time to be typed on the published agenda. Normally, requests should be made on or before 4:00 p.m. of the previous Tuesday.
- 2) Identify yourself and/or all individuals who will speak to the Board on the agenda item.
- 3) Provide summary information so the superintendent can adequately prepare the Board to address the item. Giving this information ahead of time gives the district staff time to present additional details the Board may need. The Board Agenda Packet, which contains the agenda, narrative, recommendations, and supportive documentation, is usually prepared 5 days prior to regular meetings. Packets are printed and distributed to Board members 4 days before the meeting.

When you submit items for the agenda, you will be provided time when that item is being discussed to personally address the Board. Discussion time is limited to 15 minutes, per item, unless the Board agrees to extend the time.

COMMENTING ON ITEMS APPEARING ON THE BOARD AGENDA

You may also present information, ask questions, or comment on topics already on the agenda. At an appropriate time, and before action is taken by the Board on the item of interest, the Board President will invite to speak only those individuals or groups who have indicated in advance a desire to speak directly to the Board.

To address the Board about an agenda item, you should take these steps:

- 1) Prior to the Call to Order, notify the superintendent that you wish to address an agenda item.
- 2) Complete the COMMENTING ON AN AGENDA ITEM section of the REQUEST TO ADDRESS THE BOARD FORM the superintendent will give to you.
- 3) Return the form to the superintendent prior to the Call to Order.

The Board President will invite you to speak when the item you are interested in is being discussed. Generally, you will be allowed a maximum of three (3) minutes to speak, unless the Board agrees to extend the time.

USING PUBLIC FORUM

At each regular Board meeting, you may also speak about topics not on the agenda. This can be done during the Public Forum. To address the Board at this time, you should take these steps:

- 1) Notify the superintendent by 4 p.m. on Thursday preceding the meeting that you wish to participate in the Public Forum.

- 2) Complete the USING PUBLIC FORUM section of the REQUEST TO ADDRESS THE BOARD FORM the superintendent will give you, stating the purpose for which you wish to address the Board.
- 3) Return the form to the superintendent, who will then notify the Board President of your request. The Board President will approve or deny your request, and you will be notified of that decision. If approved, during the Public Forum, the Board President will invite you to speak on only the topic for which you have been approved. Generally, you will be allowed a maximum of three (3) minutes to speak, unless the Board agrees to extend that time.

You should remember that, by law, the Board cannot take action on your Public Forum item because it was not published on the agenda. To take action, the Board must request the item be placed on a future agenda.

IF YOU HAVE QUESTIONS...

These procedures are not meant to discourage you from participating in an Audubon Community Board of Education meeting. They are designed to keep discussion orderly and provide every patron an opportunity for a fair presentation of views and opinions. For clarification of procedures, please contact the superintendent of schools at 712-563-2607.

AUDUBON COMMUNITY SCHOOLS
800 THIRD AVENUE
AUDUBON, IOWA 50025
Phone: 712-563-2607
Fax: 712-563-3607
Office Hours: 7:30 a.m. – 4:00 p.m.