

POLICY TITLE: Policy Concerning Public Appearances at Board Meetings

Meetings of the Board of Trustees of the Canyon-Owyhee School Service Agency (COSSA) shall be open to the public with the exception of executive sessions; those meetings called for the purpose of discussing personnel or student problems of a personal nature. The Board of Trustees welcomes the attendance of students, teachers, parents, and the general public to its meetings

Items for Board consideration shall be cleared through the Director's office 5-working days prior to the regular Board meeting. Subsequent items may be placed on an agenda by the chairperson at the beginning of any Board meeting.

Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in executive session. Additionally, other topics you wish to address may only be appropriate for executive session. In such instances, the board will determine if your comments are appropriate for open or executive session and will notify you accordingly.

A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the pupils or who loiters in schools or on school grounds, is guilty of a misdemeanor.

Process for appearance before the COSSA Board of Trustees

The public is welcome to attend meetings of the COSSA Board of Trustees. Regular Board meetings are normally held the third Monday of each month in the Board Room of CRTEC, 109 Penny Lane, Wilder, Idaho, at 6:00 p.m. Additionally, Special Meetings are held from time to time on an as-needed basis. Such meetings are held in the same location and are posted in accordance with Idaho Law.

Request to Address the Board:

If a patron or employee of the COSSA consortium wishes to address the Board on a specific matter, they may request to be placed onto the published Agenda for the meeting at which they wish to appear. The following steps are the process which a patron should follow to appear before the Board.

1. At least 5-working days before the regular Board meeting at which the patron/employee wishes to appear, the individual will contact the Chief Executive Officer, or in his/her absence, the Clerk of the Board, with a request to be added to the meeting agenda. That request will be made in writing, which includes delivery by email or fax.

2. The patron/employee making the request must identify themselves fully by name and address – there are no instances where any matter may be raised “anonymously” at a public hearing.

3. If the patron/employee making the request intends to be represented by an attorney, the request to be placed onto the agenda must be made at least two weeks (10 working days) before the regular Board meeting at which the patron/employee wishes to appear. This extra time is to arrange for the Board’s attorney to also be present.

4. The request – which becomes an item on the meeting Agenda – must be specific enough that any other member of the public reading the published Agenda will understand the issue being raised. All items on the Agenda are meant to be openly discussed at the public Board meeting, and other members of the public may not be excluded from the conversation unless the matter is of a personal nature (see paragraph 5 below).

5. If the patron/employee raises a matter of a personal nature dealing with a student, staff member, Board member, or another patron, the patron/employee initiating the matter may request that the issue be discussed in Executive Session. However, adjournment into Executive Session is governed by Idaho Codes 74-206(b) and 74-206(d), and the matter must fit one of the allowed categories before the Board may (not will – there are no guarantees) allow the closed meeting.

6. Ultimately, the decision as to whether or not to add the requested matter to any Agenda will be left to the Board.

7. Decisions made by the Board of Trustees are final. If the patron/employee remains convinced that they have been wronged, the patron/employee may file a petition to bring the matter before a district judge. The costs of filing the petition and any attorney fees are the responsibility of the patron/employee.

Public Input:

Additionally, there are times when the Board’s Agenda for a Regular or Special Meeting may include a component for Public Input. During such time, a member of the public may have the opportunity to speak to a matter that is scheduled on the Board’s Agenda for that evening.

A patron cannot raise a matter in Public Input which should be a matter raised in Executive Session. Whether or not an Executive Session will be held will be left to the sole discretion of the Board.

Concerns or Complaints:

Grievances raised by COSSA staff members will be processed in accordance with COSSA Board Policy 5250, Certified Grievance Procedures, or COSSA Board Policy 5800, Classified Grievance Procedures

Patrons who have a complaint are asked to address that complaint with the COSSA Chief Executive Officer in an effort to resolve the complaint at a level below the Board of Trustees. If an individual has not attempted to resolve such complaint or concern with the Chief Executive Office at the time appearing before the Board, the likely end result will be directing the patron to first follow up with such individuals. The Board does recognize that not all issues will be able to be resolved by the Chief Executive Officer and that a matter of complaint or concern may eventually reach the level of the Board for potential resolution.

LEGAL REFERENCE:

**Idaho Code 33-512(11), Governance of Schools
Idaho Code 74-206, Executive Sessions – When Authorized
COSSA Board Policy 5250, Certified Grievance Procedures
COSSA Board Policy 5800, Classified Grievance Procedures
COSSA Employee Handbook**

POLICY HISTORY:

**Adopted: 1992, Revised: 5-21-12
Revised Policy 104 and Reissued as Policy 4105: July 15, 2019**