



## BOARD OF EDUCATION MEETING INFORMATION

### **Welcome:**

Welcome to this meeting of the Mattawan Board of Education. Your presence at meetings is encouraged, and you are invited to attend again as your time permits.

### **Board Meetings:**

This is a meeting of the Board of Education in public for the purpose of conducting the School District's business. It is not to be considered a public community meeting. The Board meets in regular session on the second Monday of each month and other times, as necessary. Per requirements set forth by the law, board meeting notices are posted outside the front entrance of the District Administration offices/ECEC Building, on the District's website calendar, and on the District's dedicated school board page.

### **Addressing the Board:**

The Board agenda provides an opportunity for visitors to speak to the Board on agenda items under the *Public Comment* section, and on non-agenda items under the *Visitors* section of the agenda. District Policy 0167.3 states persons wishing to address the Board must complete the *Public Speaking Form*. Each statement made by a visitor shall be limited to four minutes, and a person shall not usually be permitted to speak again until every person wishing to address the Board on the subject has had an opportunity to be heard. All comments shall be directed to the Board and not to staff or other participants. If additional time is required to hear public comments than is allowed, the Board may provide for a Public Hearing.

### **Procedure for Complaints or Charges:**

If someone has a complaint or charge against any officer, agent, or employee of the School District, or any student subject to the jurisdiction of the Board which may reasonably give rise to a request by such person for a closed session of the Board, the Board may request that further discussion be deferred until the person who is the subject of such complaints or charges is given an opportunity to be present and/or request a closed session. The Board may also request that any person making a complaint or charge present the charges or complaints to the Board in writing.

Complaints or charges regarding administrative or program matters of the School District should first be discussed with the appropriate employee. We therefore suggest the following procedures be followed, namely:

1. Talk directly with the individual regarding the complaint or concern.
2. If satisfaction is not gained, talk with the individual's immediate supervisor.
3. If satisfaction is not gained, talk with the Superintendent.
4. If satisfaction is not gained, you may ask the Superintendent or Board President for the opportunity to review the matter directly with the Board.

It may also permit the Board to receive necessary background information in any matter or concern not adequately resolved at the employee level.

### **MATTAWAN CONSOLIDATED SCHOOL**

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