

Specific Guidelines for Public Comments

- Remarks will be limited to three (3) minutes per person and fifteen (15) minutes per topic, except as additional time is granted by the presiding officer.
- A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, address, and group affiliation, and topic to be addressed. All statements shall be directed to the presiding officer; no person should address or question Board members individually.
- No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- Tape or video recordings are not permitted without authorization from the Superintendent prior to the Board meeting. No commentary or adjustment of equipment is to be made that would distract either the Board or members of the audience while the Board is in session.
- Undue interruptions or other interference with the orderly conduct of Board of Education business cannot be allowed. The presiding officer may terminate the speaker's privilege of address if, after being called to order, improper conduct or remarks persist. Improper remarks include those viewed as frivolous, repetitive, harassing, too lengthy, personally directed, abusive, off-topic, antagonistic, obscene, or irrelevant.
- Speakers will be asked to refrain from verbal criticisms of individual employees of the school system. Any complaint related to a specific individual should be put in writing and submitted to the Superintendent or Board President and not presented during the DELEGATIONS & COMMUNICATIONS portion of the meeting agenda.

To reach a Board of Education Member or School District Administrator:

Maumee City School District
716 Askin Street – Maumee, Ohio 43537
(419) 893-3200

Board member and district administrators e-mail addresses can be found on the school district website: www.maumee.k12.oh.us.

Maumee City School District Board of Education



Board of Education Members Left - Right: Jennifer Campos, Janet Wolff, Mike Wiley, Diane Balcerzak, Stephanie Piechowiak

It is our pleasure to welcome you to a meeting of the Maumee City School District Board of Education. The Board represents the needs and interests of ALL the children in our district and it is our philosophy to involve the entire community in the operation of our school district.

For the purpose of enhancing teamwork among members of the Board, between the Board and school administration and staff, and between the Board and the Maumee community, we publicly commit ourselves to the operating protocols included in this brochure.

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. There is a time set aside at each regular Board of Education meeting – DELEGATIONS & COMMUNICATIONS – for community members to address the Board as a whole.

Meeting Schedule & Location

The Board generally holds two meetings each month, with the exception of holiday months when there may be only one meeting. Meetings are held at 716 Askin Street in Maumee at 5:30 p.m., unless otherwise advertised. You can find a complete meeting schedule for the current calendar year on the school district website: www.maumee.k12.oh.us.

Function of the Board of Education

School Board members are elected by the citizens to be legally responsible for all major decisions regarding school policy, curriculum, expenditures and expansion. The Board has complete and final control over local school matters. It is limited only by state law.

The School Board acts officially only as a corporate group. An individual Board member has no authority outside of a formally-called Board meeting. No one acts in the name of the Board except when authorized by the Board to do so. There are five School Board members. The terms are four years. There is no limit to the number of terms a Board member may serve.

The Board elects officers at the annual meeting in January. Officers include President and Vice President. A majority of the Board (3) constitutes a quorum for the transaction of business. Agendas are available at each meeting for visitors and for the news media.

The Board of Education is a policy making body whose policies and administrative guidelines are implemented by the administration of the district. It is the Board's responsibility to provide tax money for maintenance and operation of the schools and to submit property tax levies, when necessary, to the district's voters for the continued maintenance of the district. The Board hires a Superintendent as its chief executive officer and a Treasurer as its chief financial officer.

Citizen Input During Board Meetings

Public participation at Board meetings will be governed by the following principles:

Those who address the Board are asked to avoid words and actions that create a negative impression on an individual, the Board, or the district. While debate and

differing points of view are welcome, those who address the Board are asked to do so with care and respect. Audience participation protocol will be consistently practiced.

The Board will encourage others to follow the board policy on complaint procedures and present their concerns, problems or proposals to the person who can properly and expeditiously address their issue.

The Board will speak to the issues on each meeting agenda, not engage in inappropriate debate. Facts and information needed from the administration will be referred to the Superintendent.

While it is not necessary to let the Board know about special citizen concerns in advance, such advance notice is appreciated. The School Board will listen to any citizen concerns, but most likely will not engage in an information exchange or take any formal action at that same meeting.

Complaints Regarding Individual Staff Members

Before coming to the Board of Education with complaints about individual staff members, the Board asks that complaints be directed through the appropriate administrator first.

Matters related to classified personnel assigned to a specific school should be directed to the building principal.

Matters related to personnel not assigned to a specific school should be directed to the appropriate supervisor or director.

Matters related to a principal or supervisor should be directed to the superintendent or assistant superintendent.

Matters related to special education should be directed to the educational services director.

Matters related to finances should be directed to the treasurer.

While the Board of Education will listen to public comments in open session, discussions about personnel issues will be addressed only in executive session.