

Metropolitan School District of Lawrence Township  
Dr. Shawn A. Smith, Superintendent

**Procedure for Addressing the  
Board of Education  
on a  
Topic Not Listed on the Board Agenda**

MEETINGS ARE HELD ON THE FOURTH MONDAY OF EACH MONTH AT 7:00 P.M.  
EXCEPTION: May 19, 2014; July 14, 2014; November 17, 2014 and December 15, 2014.

*The Board of Education recognizes and values public comments on educational issues and understands the importance of allowing members of the public to express themselves on school district matters. Indiana Code 5-14-1.5-3 (Open Door Law) provides that all meetings of the governing bodies of public agencies must be open at all times for the purposes of permitting members of the public to observe and record them. School Board meetings are held in public but are not public meetings or public forums. Community members are encouraged to handle individual concerns by first dealing directly with the school person or division closest to the situation. **This school board and administrative team will work diligently to provide appropriate input processes for the public via committee participation, open forums, special hearings, and other appropriate means.***

A person desiring to address the Board of Education on any matter not represented on a posted agenda, must give notice to the Executive Assistant to the Superintendent (317-423-8357) at least one week prior to a scheduled Board meeting. The notice must indicate the nature of the presentation and must include a written copy of the patron's planned remarks. Those remarks must not exceed three minutes. Documents will be presented to the Superintendent and will be copied and distributed to the entire Board.

The request to address the board will be reviewed by the Presiding Officer and the Superintendent. Together they will determine if the matter is appropriate for inclusion on the Board agenda. If a decision is made not to include the item on a Board agenda, the matter will be referred to the appropriate administrator who will be responsible for contacting the patron and scheduling an appointment to discuss their topic of interest or concern.