



## **School Board Meeting Protocol**

The Mt. Lebanon Board of School Directors usually meets twice a month--first, for a discussion session at 7:30 p.m. on the second Monday of each month in Mt. Lebanon High School Room D205, and then on the third Monday at 7:30 p.m. in Mt. Lebanon High School Room D205, for the regular monthly session. Room D205 is accessible through entrance #B9 next to the parking lot. At other times there may be announced public meetings at other locations and for special reasons.

Copies of the agenda for the public meetings are available in the meeting room, usually fifteen minutes before the start of the meeting. For earlier copies of a tentative agenda contact the superintendent's office (412-344-2077) after noon on the day of the meeting. The school district's administrative offices are located on the fourth floor of the High School Building at 155 Cochran Road. (Entrance #D30 or A1) The offices are open from 8:00 a.m. until 4:30 p.m. Office telephone numbers are listed on our website at [www.mtlsd.org](http://www.mtlsd.org). The tentative agenda is also posted on the District's [website](#) prior to the meeting.

Residents and/or taxpayers interested in making comments or inquiries at the regular public meetings may do so at two different times during the meeting--one, at a place on the agenda so designated for those people who have made requests by the Thursday preceding the regular school board meeting, and two, as a last item on the agenda the board president will ask for comments from those people in attendance. Any person planning to use recording devices to record any or all of the proceedings shall advise the chairperson prior to the commencement of the meeting. Such use will be prohibited in the event the good order of the meeting is disrupted.

Seated around the board table are the superintendent, Dr. Timothy Steinhauer; the recording secretary, Mrs. Jeanine Szalinski; the solicitor, Mr. Thomas Peterson, and the following Board Members: Mr. Hugh Beal, Mrs. Mary Birks, Mrs. Elaine Cappucci, Mr. William Cooper, Mr. Lawrence Lebowitz, Mr. William Moorhead, Ms. Sarah Olbrich, Mr. Dan Remely, and Mr. Michael Riemer.

Seated next to the table are members from the school district administrative staff: Dr. Marybeth Irvin, Assistant Superintendent of Elementary Education; Dr. Ronald Davis, Assistant Superintendent of Secondary Education; Ms. Jan Klein, Director of Business/Board Treasurer; Ms. Katie Devine, Director of Human Resources; Mr. Richard Marciniak, Director of Facilities; Mr. Christopher Stengel, Director of Technology; and Ms. Cissy Bowman, Director of Communications/Board Secretary. Members of the press are usually seated in the front row seats.

Please feel free to call any of us to discuss any questions you have about the agenda or board actions.

## **MEETING PROCEDURES - PUBLIC COMMENTS**

Time for public comment is provided at the conclusion of every Public Meeting. At meetings where the Board will be taking official action, we also take comments concerning the action items before the Board votes on them. If your comments do not relate specifically to the action items, we ask that you give your comments at the conclusion of the meeting. In this way, we can be sure to complete our agenda, which often contains time sensitive matters.

We ask that all attendees show courtesy and respect to everyone present. Statements and questions should be raised only during the public comment portion of the meeting, and should be raised only by the individual who has been recognized by the chair. Comments before action items are to be limited to four minutes, and comments at the conclusion of the meeting are to be limited to five minutes.

All questions should be directed to the Chairperson of the meeting, who may then refer questions to other Board members or administrators, as appropriate.

We need your name and address for our minutes. We ask that you raise all comments or questions at one time. After you have finished, we will then provide answers to questions, or if answers cannot be provided right away, we will arrange for you to receive further information. If you wish to return to make an additional comment, we ask that you wait until all others have had a chance to speak.

We must ask that these procedures be followed so that, in fairness, everyone who wishes to has the opportunity to speak, and we can complete our agenda.