



Guidelines for Public Comment at Board Meetings

The Board of Directors can be addressed during the "Public Comment" segment of a board meeting. Those requesting to address the board will be given three minutes to make a statement to the board; board members may ask clarifying questions to ensure they have a complete understanding of the issue, however there should be no expectation of open dialogue – any Q & A on a topic will not be considered to be part of a speaker's allotted three minutes. If a response is requested, the board president will indicate how the district will follow up with your concerns. The matter may be referred to the superintendent for further study or action, or it may be deferred to a future board meeting for response, discussion or action.

- ✓ If you wish to speak to the board, please fill out the back side of this form. Be sure to give this form to the board clerk (Nicole Riley) before the meeting begins.
- ✓ The Board of Directors is the policy-making body of the district – when possible, please address school district policies or procedures. Board policies are available on the school district website (on the Board of Directors page). Personnel matters will not be discussed.
- ✓ Parents and community members are always encouraged to communicate with the teacher, principal, or district department administrator who is best equipped to handle building-based issues or problems/issues that are individual or student specific.
- ✓ Public comments should be limited to three minutes.
- ✓ If four or more people wish to address the board on the same topic the board may elect to allot 10 minutes for expression of a collective view. If so, we will ask the group to confer for a few minutes before the Public Comment segment of the meeting to decide how to best organize allotted time. Please decide how many will speak so your collective opinions are presented fairly.

You may want to consider the following as you plan your comments:

1. *Please state your name for the record.*
2. *State the topic of your message and be clear with the board about your concern/issue (remember, the Board of Directors is a **governing** body - is there a policy or procedure about which you are concerned?). Be sure to offer specific details about your issue or about what concerns you.*
3. *If you are presenting an issue/problem to the board, what do you believe to be viable solutions? Offer ideas for resolving the issue; the board may not be able to implement your ideas, but it will help members better understand your issue/concern.*

The "Public Comment" segment of the agenda is reserved for the public to address the Board of Directors. Each person is allotted three minutes. The Guidelines for Public Comment on the other side of this form may be helpful as you prepare.

Please fill out this form and give it to the board clerk before the meeting if you wish to address the board. You must fill in the name, address, phone number, and topic. Thank you for taking this opportunity to communicate with your Board of Directors.

Name: _____

Address: _____

Phone: _____

Topic you wish to address (your concern/issue): _____

Please help the Board by responding to the questions below.

Have you spoken to a school principal or to the superintendent about this topic? YES or NO

If yes, who? When?

Is there a Board Policy or Procedure that addresses or speaks to your concern/issue?

Are you requesting formal response from the Board of Directors at some date in the future? YES or NO

Please understand that the board members will generally not respond immediately to questions or concerns raised at meetings. The Board of Directors will consider your comments carefully and, depending on the topic, will refer the matter to the superintendent or will follow up with you at a later date. (See Guidelines for Public Comment on the other side of this form.)