

## REQUEST TO ADDRESS THE BOARD

### NOTICE

**Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in executive session. Additionally, other topics you wish to address may only be appropriate for executive session. In such instances, the Board will determine if your comments are appropriate for open or executive session and will notify you accordingly.**

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the Clerk prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor a maximum of **two minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Secretary. Written Comments must include name, address and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.

2. Identify oneself and be brief. Comments shall be limited to 2 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 2 minutes.
3. The Board Chair may shorten or lengthen an individual's opportunity to speak.
4. The Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.
5. Patrons and community members who are unable to attend meetings in-person, are encouraged to submit public comment in writing. The comments can be submitted via mail or email to the Board Clerk, no later than 4 PM PST the day of the board meeting. The Board Clerk will provide written comments to the Board during the period of public comment.

**Request to Address the Board**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Please Print)

Subject Matter Desiring to Address:

---

---

---

---

---

Check if any of the below identified subject matters are matters you wish to address in your presentation to the Board:

- \_\_\_ The hiring of a public school employee.
- \_\_\_ The qualifications of any individual employed/prospective employee.
- \_\_\_ The evaluation or performance of any individual employed by the District.
- \_\_\_ A complaint or concern about any individual employed by the District.
- \_\_\_ A complaint or concern about any student enrolled at the District.

**\*\*Please deliver a completed copy of this form to the Board's Clerk prior to the commencement of the Board Meeting.**