



Board Meeting Public Comment Sign-In

Guidelines For Public Participation

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings; however, to ensure meetings are conducted efficiently and in an orderly manner, individuals appearing before the Board are expected to follow these guidelines.

- In-person public comments will be timed and limited to three (3) minutes. Commenters may not cede their time to other individuals.
- Comments are to be directed to the entire Board, not one individual Board member, Administration, staff member, or the audience.
- If you wish to distribute documents to the Board, provide them with the completed Board Meeting Public Comment Sign-In Form prior to the start of the meeting.
- Parents may share their own child's name, but are asked not to share confidential personal information regarding other students or staff.

As a reminder, meetings are livestreamed and available on the District YouTube Channel.

District residents, taxpayers, employees, and students are eligible to share their comments with the Board. If you have an item to bring to the Board's attention, complete this sign-in form and submit it prior to the start of the meeting. Forms returned after the meeting has begun will be shared with the Board; however, individuals will not have the opportunity to speak publicly unless it is on a new agenda item added by the Board.

Select One: Board Meeting Committee Meeting

Today's Date: _____

First and Last Name:

Township:

Organization Affiliation (if applicable):

I wish to comment on a the following topic:

I wish to speak during (check all that apply):

First Public Comment Period - Agenda items ONLY

Second Public Comment Period - Agenda items or other items which may reasonably come before the Board

Although public comment periods are not question and answer sessions, the presiding officer may direct staff to follow up and address public inquiries. Please consider providing an email address and/or phone number to facilitate additional discussion.

Email Address _____

Daytime Phone Number _____