

Board Policy 4105 F : Request to Address the Board

Status: Adopted

Original Adopted Date: 11/17/2022 | **Last Revised Date:** 08/11/2025 | **Last Reviewed Date:** 07/14/2025

COMMUNITY RELATIONS

4105F

REQUEST TO ADDRESS THE BOARD

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS AND COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS CANNOT BE HEARD IN OPEN SESSION. ADDITIONALLY, OTHER TOPICS DESCRIBED IN POLICY 1500 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. THOSE ADDRESSING THE BOARD ARE EXPECTED TO ABIDE BY THE RULES LISTED IN THIS FORM. ANY PERSON MAY BE REMOVED FROM A BOARD MEETING IF THEY WILLFULLY DISRUPT THE MEETING TO THE EXTENT THAT ORDERLY CONDUCT IS, IN THE DETERMINATION OF THE BOARD CHAIR, SERIOUSLY COMPROMISED . ANY PERSON OTHERWISE ENGAGED IN ILLEGAL CONDUCT AT THE MEETING MAY ALSO BE REMOVED.

During all regular meetings and Board public hearings, The Board of Trustees encourages all citizens of the District to express their ideas and concerns on agenda items. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program. Public input on agenda items shall not be on any subject matter that would compel the Board to enter into executive session. The Board shall make a determination as to whether or not the subject matter a community member requests to comment on is appropriate in relation to the Board's agenda and/or if a matter would require Executive Session.

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. All complaints should be resolved through proper channels in the following order, and all channels must be exhausted before the Board may entertain the complaint:

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 Board clerk prior to the beginning of the meeting to indicate you wish to provide public comment.

Complaints or grievances on topics that may only be considered in executive session will only be heard by the Board in accordance with the applicable grievance or complaint policy. Such executive session may be arranged in advance and included on the agenda as described in Policy 1500 and Procedure 1500P.

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

You will have the floor a maximum of 3 minutes.

The Board of Trustees encourages input from the public at regular meetings and public hearings of the Board, but only on items on the Board's agenda. 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 Clerk. Written comments must include your name, address, telephone number, and relationship to the District.

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 3 minutes. In unusual circumstances, and when an individual has made a request in advance to provide public comment for a longer period of time, the individual may be allowed to speak for more than __3__ minutes if additional time is approved by the Chair.
3. The Board Chair may shorten or lengthen an individual's opportunity to speak.
4. Speakers who are District students, parents/guardians of District students, District employees, and District residents will be given priority over speakers who are not members of any of these categories. **OPTIONAL: Attendees who do not belong to any of these groups will only be allowed to speak after members of these groups have provided comment and only if there is still time available within the public comment period.]**

5. The Board shall follow its written Board Operating Protocol to determine procedural matters regarding public participation.
6. Patrons and community members who are unable to attend meetings in-person are encouraged to submit public comment in writing for agenda items at regular meetings or public hearings of the Board. The Board Clerk will provide written comments to the Board during the period of public comment. If the agenda item or comment is related to an item that can only be discussed in executive session, comments may not be provided to the Board at that time if there is a concern regarding due process rights for student and/or personnel hearings.
7. Presentations are to be civil and respectful. Public input shall not disrupt the public meeting. There shall be no intimidation against the Board, members of the Board, school employees, or students of the District. Shouting, loud statements, threats, name calling, profanity, or other improper conduct is strictly forbidden. Individuals engaging in inappropriate conduct will be asked to leave the meeting. Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is, in the determination of the Board Chair, seriously compromised. Any person otherwise engaged in illegal conduct at the meeting may also be removed. Failure to leave may result in law enforcement intervention.

Request to Address the Board

Date: _____

Name: _____ (Please Print)

Relationship to District (Please check all that apply):

- ☐ Parent/Guardian of a District Student
- ☐ Employee of the District
- ☐ District Student
- ☐ Resident of the District
- ☐ Trustee Zone of Residence: _____
- ☐ Other: _____

Is your comment related to an item on the agenda? Yes No

If yes, which agenda item do you wish to address:

If no, please submit your request for items to be placed on the agenda to the Board Clerk.
Agenda items will be provided to the Board and may, at the Board's discretion, be placed on a future agenda.

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

- ☐ The hiring of a public school employee.
- ☐ The qualifications of any individual employee/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.**