

Exhibit A—Sample Statement for Introducing the Public Comment Segment of a Board Meeting

Regular Board Meetings

“The Board encourages comments about the District from members of the public. Anyone who has signed up to speak in advance of the meeting in accordance with the Board procedures may do so at this time. The Board asks that each participant’s comments pertain to District business. Remember that the Board may not discuss or act upon any issues that are not posted on our agenda. The Board will hear the public comments but will not respond except perhaps to ask questions. Matters brought forth that require a response will be addressed by the Superintendent as appropriate. All information received is subject to verification. Public Comment is scheduled for 30 minutes and has two forums. Those requesting to address the Board in advance of the meeting are granted three minutes to address their topics, and those who sign up this evening prior to 6:00 are granted one minute. Public comments regarding items on the Board agenda shall be heard prior to public comments regarding any topics not on the Board agenda. Non-agenda items shall be heard on a first-come, first-served basis. A total of three speakers shall be allowed for each non-agenda item topic. Public comments of non-agenda items extending beyond the 30-minute time frame will be heard after all other business of the Board is conducted. A staff member will monitor the time. The Board has requested that no personal names, insults, abusive or profane language be used. Failure to follow this request may cause the public comment to be terminated. The Board has adopted policies to provide prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. Copies of our District policies and procedures on public comment and filing complaints are available on the District website and in the Office of Policy and Legal Affairs.”

Insert optional text if the presiding officer will adjust the Board’s procedures on public comment for the meeting]:

Due to the large number of individuals wishing to speak tonight and in the interest of time, the following adjustments to the public comment procedures will apply: *(describe the adjustments)*

[Add the following if the Board is not using simultaneous translation equipment: “For any member of the public who is accompanied by a translator, your time will be doubled as required by law.”]

Workshop Meetings and Non-Regular Meetings

“The Board encourages comments about the District from members of the public. The purpose of Public Comment during the Board Workshop is for the entire board to receive public feedback regarding items on the Board Workshop Agenda. Remember that the Board may not discuss or act upon any issues that are not posted on our agenda. The

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Board will hear the public comments but will not respond except perhaps to ask questions. Matters brought forth that require a response will be addressed by the Superintendent as appropriate. All information received is subject to verification. Board Workshop Community Input is scheduled for 15 minutes. Those requesting to address the Board must submit their request prior to the Board Workshop and will be granted one minute per agenda item. No speaker will be allowed more than three minutes total to present. A staff member will monitor the time. The Board has requested that no personal names, insults, abusive or profane language be used. Failure to follow this request may cause the public comment to be terminated.

[Insert optional text if the presiding officer will adjust the Board's procedures on public comment for the meeting]:

Due to the large number of individuals wishing to speak tonight and in the interest of time, the following adjustments to the public comment procedures will apply: *(describe the adjustments)*

[Add the following if the Board is not using simultaneous translation equipment: "For any member of the public who is accompanied by a translator, your time will be doubled as required by law."***]***