

**GUIDELINES FOR PUBLIC PRESENTATIONS TO BOARD OF EDUCATION
BUFFALO LAKE-HECTOR-STEWART PUBLIC SCHOOL DISTRICT #2159**

Welcome to the Buffalo Lake-Hector-Stewart Board of Education meeting. Regular meetings are scheduled on the third Monday of every month.

The purpose of Board of Education meetings is to conduct the business of your schools. Meetings are open to the public and your attendance is encouraged. If you wish to talk to the full Board at this meeting, you will need to complete the following information and submit it to the Superintendent or the Board Chair prior to the start of the meeting.

Name: _____

Date: _____

Address: _____

Phone: _____

Briefly describe the nature of your presentation:

Have you discussed this issue with any of the following?

_____ Teacher/Staff Member Involved

_____ Building Principal

_____ Superintendent of Schools

Your presentation will be placed on the agenda close to the beginning of the meeting and will be limited to five minutes per topic. The number of presentations may be limited depending on the time available. Please use the table provided when addressing the Board. Issues will not be debated nor does giving a presentation necessarily mean the Board will consider or take action on the item at this time. Your presentation is a vehicle to communicate with the Board as a whole on relevant issues to the school district. Personnel issues cannot be dealt with in this forum due to data privacy regulations. If you have an issue or issues relating to a staff member, please contact that individual's building principal, supervisor or the Superintendent of Schools.

Thank you for your cooperation.