

How to provide comment to the School Board

Public testimony may be given in-person during *persons to be heard on non-agenda items* and *public comment on action and non-action items* and/or may also be submitted in writing and emailed to the School Board using this [LINK](#)

- A sign-up sheet will be available 30 minutes before the start of the meeting, sign up to speak before the start of the meeting.
- *Persons to be heard on non-agenda items* is limited to 3 minutes per person per meeting. Two half-hour sections per regular meeting, if more sign up that time allows a lottery system will be used. This section is for topics that are not listed on the agenda.
- *Public comment on action/non-action items* is limited to 3 minutes per person per meeting. This section is for topics that are listed on the agenda.
- To distribute written materials provide 10 copies.
- Know what you want to say, be precise and specific.
- Offer a solution and be constructive.
- Practice and time yourself, 3 minutes or less
- Sit near the front of the room and when it is your turn to testify, go to the podium.
- Address the chair and members. Introduce yourself and/or group you are representing: "Mr./Madam Chair and members of the School Board, my name is **(your name)** and I represent myself and/or **(name of your group)** group."
- Speak directly and closely to the microphone.
- Individuals may not discuss complaints against individual employees.
- The Board will not respond to your comments, this is your opportunity to be heard.
- Thank the Board for the opportunity to speak.
- Telephonic testimony may be given on Action Items only. Members of the public wishing to provide testimony telephonically must sign up **no later than 3pm the day of the meeting** by calling or emailing School Board Administrative Assistant Stacy Escobedo Stacy.Escobedo@matsuk12.us 907-746-9272
- Governed by [Board Policy 9323](#)