

Public Comment at Board Meetings

- ❖ The Reardan-Edwall Board of Directors is committed to hearing and seeking input from the parents, teachers, and community at large in a variety of formats. One of these formats is public comment at our regularly scheduled Board meetings.
- ❖ The Board generally meets the last Wednesday of the month at 6:30 PM. Holidays may change the dates. You can check our district web page for details at www.reardan.net From time to time, the Board meets at different locations to be accessible to patrons or due to the audience size. Public comments are welcome at the beginning of each regular business meeting.

Tips on Preparing to Speak to the Board:

- ❖ Your goal for providing a comment should be to raise a specific topic or issue with the school Board. Our goal is to listen and learn from the community. We generally will not respond to testimony that evening. If you would like to speak before the school Board, please follow these guidelines:
 - ✓ Try to resolve any issues with teachers, school principals, or other district personnel rather than bringing the issue to the Board.
 - ✓ Recognize the Board does not discuss personnel matters at Board meetings. Issues or concerns about individual staff members can be addressed to the Board through formal written complaints which go through the chain of command. Questions about the process should be directed to the superintendent.
 - ✓ Do your homework and understand all the facts about the issue before addressing the Board.
 - ✓ Prepare an outline of your testimony so it is well organized and avoids repetition.
 - ✓ Plan to keep your remarks to three minutes. If there are several people who want to discuss the same issue, use your time to add new perspective or information rather than repeat the previous speaker's information.

Process at the Meeting:

- ❖ Members of the community who wish to speak to the Board during public comment period should sign-in before the meeting begins. A sign-in sheet is located near the entrance of the meeting.
- ❖ Please legibly print your name and contact information on the sign-in sheet.

- ❖ Pick up an agenda to learn when the public comment period will take place. Listen for any changes to the agenda as announced by the Board chair.
- ❖ When the Board is ready, the Board chair will refer to the sign-up sheet and call the names in the order they appear.
- ❖ If a number of people are signed-up to speak on the same topic, the Board will limit the total time for that topic to 30 minutes. A group may wish to choose a spokesperson and a longer time may be permitted to present the issue.

Addressing the Board:

- ❖ When your name is called, approach the podium. Speak loudly enough for all to hear and begin by stating your full name and where you reside for the record.
- ❖ Please limit your comments to three minutes. The Superintendent will be the timekeeper and let you know if you have reached three minutes.
- ❖ Be respectful of the Board when speaking.
- ❖ Address your comments to the Board members, not the audience.
- ❖ Be ready to respond to questions from the Board if asked.
- ❖ Do not address questions to the Board. The Board's goal for the public comment time is to hear your concerns, comments, and opinions. Questions are best answered through calls or letters to Board members.

The Balance of the Board Meeting After Public Comment:

The main purpose of the Board meeting is to conduct the business operations of the school district - in public. During that time, the Board will be listening and asking questions from those previously invited to provide information to the Board. The Board may from time to time, request further input from staff and/or community members. If asked for public comments, please step to the podium so the Board can recognize your input and respond if needed.

Please refrain from trying to interrupt the Board's deliberations to volunteer comments or input during that time frame. Should you have further input based on the Board's deliberations, please contact a member of the Board or the Superintendent after the meeting concludes. Information on Board members contact information can be found on our district website.