

## USD 336 Request to Appear Before the Board



This form must be completed and returned to the board clerk, the administrative assistant to the superintendent, or the superintendent at least 4 full business/school days before the meeting at which you wish to speak. (If the meeting is on a Monday night, the request needs to be received during business hours the Tuesday prior. Your request will be reviewed by the superintendent and the Holton Board of Education President and one of the following recommendations will be made:

1. Appearance before the board at the next regular meeting will be granted.
2. Appearance before the board at a future meeting will be granted.
3. Appearance before the board in executive session will be granted.
4. Referral of your request to the appropriate administrator or staff member.

Community members are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens will state their name and address for the record and limit their presentation to three minutes. Where possible or applicable, the Board members may answer factual questions immediately, or they may direct the superintendent or board clerk to provide a written response. If a response would involve discussion of board policy or decisions which might be of interest to citizens, groups, staff, or students not present at the meeting, the Board reserves the right to place the item on a future meeting agenda.

Permission to appear before the board at a board of education meeting is subject to the following rules:

1. Presentations shall not exceed 3 minutes.
2. *A typed copy, or an outline of your presentation, must be included with this request form (Filling out a formal complaint form could be helpful if this concerns a policy interpretation or a staff member).*
3. Subject matter, other than policy issues will be referred to the administration or the appropriate staff.
4. While new information may become available between the time you submit this form and the meeting, you will be expected to discuss the issue you addressed on this form.
5. Comments shall be limited to issues and not refer to personalities.
6. Presentations must be relevant to the issue and promote the civility and dignity of the board meeting.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Individual or organization (If any) you represent: \_\_\_\_\_

Organizations address: \_\_\_\_\_

Issue to be addressed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For district office use only

Date and time received in the office: \_\_\_\_\_

Recommended action: \_\_\_\_\_