

## Guidelines for Public Comment

*The Board of Education will hear public comments during the "Public Participation" section of the agenda at Regular School Board Meetings. The board will listen with respect and asks those who address the board to do the same. If a response is needed, the board president will indicate how the district will be following up with your concerns. The matter may be referred to the superintendent for further study or action, or it may be deferred to a future board meeting for response, discussion or action.*

- If you wish to speak to the board fill out the other side of this form. Copies are located on a table in the foyer as you enter the boardroom and may be downloaded from the district web site. Give the form to the board clerk before the meeting begins.
- Since the board is the policy-making body of the district please address school district policy. Board policies are found at <http://www.boarddocs.com/co/dsd/Board.nsf/Public>. Personnel matters will not be discussed.
- Parents and community members are encouraged to first contact the school teacher or principal, or district department that can best handle individual, specific problems.
- Each speaker is limited to three minutes. A timer is used and you will be notified when your time is up.
- If four or more people wish to address the board on the same topic the board may elect to allot 10 minutes for a collective view. If so, we will ask the group to get together for a few minutes before "Public Participation" to decide how you plan to organize your time. Please decide how many will speak your collective opinions are presented fairly.
- We ask that you do not repeat the same message that an earlier speaker has shared. Simply state that you agree with a previous speaker.
- We request that the audience not applaud individual speakers and that issues, rather than personalities, be addressed.
- The critical part of your presentation is the content.
- Anonymous comments will not be considered. The board president will ensure that they be excluded from the minutes or other public records of the meeting.

### **You may want to consider the following as you are planning your comments:**

1. *Greeting.* State your name for the record.
2. *State the topic of your message.*
3. *Tell the board why you are concerned.* Offer 1 to 3 points about why the situation concerns you.
4. *Offer possible solutions.* Offer 1 to 3 ideas for resolving the issue; the board may not be able to implement your ideas, but it will help members better understand why you are concerned.
5. *Summarize.* Concisely summarize your concern and your proposed solutions.
6. *Closing.*



*Please be aware that all board meetings are recorded and published on YouTube.*

## Public Participation during a Durango School District 9-R Board Meeting

School district residents have an opportunity to orally address the board during the "Public Participation" section of the agenda. A total of 30 minutes is allotted at each regular meeting. Each person is allotted a maximum of three minutes. The "Guidelines for Public Comment" on the other side of this form, will help you prepare for this experience.

Please fill out this form and give it to the board clerk before the meeting if you wish to address the board. You must fill in the name, address, phone number, and topic. Thank you for taking this opportunity to communicate with your board of education.

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Date of Board Meeting:** \_\_\_\_\_  
**Topic:** \_\_\_\_\_

**If your topic is a complaint or concern, please help us by responding to the questions below.**

Have you spoken to a school principal or Superintendent's Office about this topic? \_\_\_\_  
If yes, who? \_\_\_\_\_

What (if any) Board Policy are you referring to? \_\_\_\_\_  
\_\_\_\_\_

Why are you concerned? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your proposed solution? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please understand that the board members are not able to respond immediately to your questions or concerns. The board will consider your comments carefully and depending on the topic, will refer the matter to the superintendent or will follow up with you at a later date. *(See Guidelines for Public Comment on the other side of this form.)*