

Attachment B

SCHOOL BOARD MEETING SIGN-UP PROCEDURES

1. Persons may notify the Superintendent's Office to sign up to testify to the School Board at any time before 5:30 p.m., or one hour prior to the start of the meeting. Contact may be made in one of the following ways: phone, fax, e-mail, letter, or in person. If the person has not called in, or otherwise provided notification, before 5:30 p.m. on the day of the meeting, they may sign up with the School Board Secretary in the Board Room until the President has called the meeting to order. Persons wishing to testify should give the Secretary their name, telephone number, and topic of their testimony. Persons may not sign up other persons to testify.

A sign will be posted in a prominent place in the Board Room advising the public of their right to sign-up prior to the beginning of the meeting; this sign will also have a copy of the agenda and a list of those who have previously signed up (without phone numbers) to testify.

A card will be placed at the Board President's place with a reminder to the public about sign up procedures. The Board President will make an announcement of how to sign up to testify prior to beginning the meeting.

Persons who wish to sign up after the President has called the meeting to order will be advised by the President if they will be allowed to testify.

Board meeting procedures will also be posted on the ASD web site each time the agenda is posted, and in any advertisement relating to a School Board meeting.

Administrative staff will be advised if issues in their area are to be discussed at the meeting.

2. People may testify about items on the agenda either during the non-agenda testimony period, or when the item is discussed during the meeting. This should be explained when a person calls in to sign up. The School Board would prefer that testimony occurs when the item is discussed at the meeting.
3. Persons wishing to testify on non-agenda items are scheduled at the beginning and the end of the business meeting. If they cannot stay until the end of the meeting, they will be asked if they want to testify at the next

meeting. If they want to testify, they will be placed at the top of the list at the next meeting.

4. It is important that the public be told that the Board does not hear complaints against pupils or personnel in public session. The Board Secretary should inform the public of other complaint resolution processes such as the Citizens' Complaint Form and/or the Municipal Ombudsman's Office.
5. The Board Secretary maintains a list of persons wishing to speak to the Board. The list is distributed to the Board, the Superintendent, Administrative staff, and any media (without phone numbers), just prior to the regular meeting, or at the meeting itself. Persons are added to the list in the order they call-in, or sign up at the Board meeting. Persons wanting to testify are grouped by the Board memorandum and/or topic if they choose to testify during the time the item comes up on the agenda.
6. The Board Secretary files a list with all names of persons speaking to the Board as part of the official record of the meeting.