Battle Lake Public School ISD #542

Public Participation

Any person wishing to address the Board during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District Policy 206.

1. Each participant will be limited to five (5) minutes to make comments to the board.

2. Any group of five or more persons must appoint one person to present the group's views to the Board.

3. The Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

Please fill in the information requested below if you wish to address the Board during the public comment period:

Today's Date: _____

Meeting Date you would like to address the School Board: _____

Name: _____ Phone:_____

E-mail address: _____

Topic: _____

_____

_____

_____

_____

_____

Please leave any copies with the School Superintendent when completing this form.

YOU MUST SUBMIT/PRESENT THE COMPLETED FORM TO THE SCHOOL SUPERINTENDENT OR BOARD CHAIR PRIOR TO 10 AM ON THE DAY OF THE BOARD MEETING.

Battle Lake ISD #542

Guidelines for Public Comments at a Regular Board Meeting

In the interest of open communications, the Battle Lake Public School District wishes to provide an opportunity for the public to address the School Board. That opportunity is provided at every regular School Board Meeting during *Public Comments.* Because the Regular Meeting is designed to allow the Board to conduct the business of the school, members of the public will be recognized only during the Public Comment portion of the regular meeting. Anyone indicating a desire to speak during Public Comments will be acknowledged by the Board Chair. When called upon to speak, please state your name, address and topic. All remarks shall be addressed to the Board as a whole, not to any specific member(s) or to any person who is not a member of the Board. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue. Please limit your comments to five (5) minutes. A longer time may be granted at the discretion of the Board Chair.

If you have written comments, the Board would like to have a copy, which will help them better understand, investigate and respond to your proposal. During Public Comments the Board and administration listen to comments but may not respond to the public. The Board Chair may respond and may request additional information or research be obtained. If additional research is needed, responses will be shared at the next regularly scheduled Board meeting. The Board Chair may ask questions of you in order to gain a thorough understanding of your concern, suggestion or request. Board members will direct questions to you through the Board Chair.

Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed first to the building Principal, then to the Superintendent and finally in writing to the Board.

By signing below indicates you have read and understand the guidelines for Public Comments at a Regular Board meeting.

Name: _____ Signature: _____ Date: _____