Please provide your written comments to the board here. Please check the box on page three if you desire a response to your
question or comment. Thank you for contributing to the board's
public involvement efforts.

# Welcome to this meeting of Union Gap Public Schools Board of Directors

The board values public comment on educational issues and recognizes the importance of involving school community members in its meetings.

### Who can address the board?

To permit fair and orderly expression of public comment, the board normally provides a period early in each meeting when students, residents and employees of the district, and parents or guardians of students currently enrolled in the district, <u>may make comments on non-agenda</u> issues and agenda issues. A representative of a firm eligible to bid on materials or services solicited by the board also may express opinions related to those purchases.

## How do I sign up to address the board?

Those patrons who meet the required criteria and wish to be heard by the board must complete all areas on page three of this form. Forms are to be completed and submitted in person to the School Board President or Superintendent prior to the start of the meeting or prior to the public comment section of the meeting in which the patron wishes to address the board. In order to get on the next school board meeting agenda, please follow the steps outlined on the district web page or contact the Superintendent.

# What happens during the board meeting?

The president normally will call on speakers at the time established in the agenda, and in the order in which fully-completed forms are received, unless the president, with the consent of the board, determines another method.

When recognized, patrons proceed to the front of the room so their comments can be heard by the board members. Remarks are limited to five (5) minutes. Organizations should choose one (1) representative to speak on their behalf. Organizations' representatives will limit themselves to ten (10) minutes.

# What doesn't happen during the board meeting?

Public comments are an opportunity for the Board of Directors to *listen* to district patrons. The board does **not** respond to comments **or** attempt to answer questions during the public comment time. Please check the response box on page three if you would like a follow-up response.

The board values and welcomes civil, respectful statements and clear, concise communications that inform its deliberations, mission and vision. Negative assertions about an individual's character or motives do not serve this end. During public comments, speakers should refrain from repetitious, profane or irrelevant comments. The board as a whole shall determine the appropriateness of comments.

### Individuals with disabilities

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three (3) working days before a regular meeting and as soon as possible in advance of a special meeting so arrangements for modifications can be made.

## Board meeting schedule, agendas and minutes

Regular board meetings are generally held the fourth Tuesday of each month at 6:30 pm in the school library – 3201 South 4<sup>th</sup> Street, Union Gap, WA 98903.

Each regular board meeting agenda is posted on the district web site at least three days prior to the regular board meeting; the agenda and minutes for each past meeting are also on the website.

In addition to speaking at a board meeting, you may contact the board by:

Emailing: <a href="mailto:khilyard@uniongap.org">khilyard@uniongap.org</a>Writing: Union Gap Public School

Board of Directors 3201 South 4<sup>th</sup> Street, Union Gap,

WA 98903

• Calling: Board Secretary

509-248-3966; ext. 403

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info	ou would like to address the board, please provide the bormation on this form, sign the bottom, and return this page in son to the school Board President or Superintendent.
	I wish to address the board during the public comment time regarding a topic <b>not</b> on the agenda:
	I wish to address the board during the public comment time regarding the <u>agenda item</u> entitled:
	I wish to provide written comments to the board on the following topic:
	I would like a written response to my comments from the board
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	I am a resident of the district.
	I am an employee of the district at
	I have a student enrolled at
	I have a business relationship with the district.  Name of business:  Services provided:
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City	y / Zip
Pho (optio	one
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l ha	ave read and will abide by the instructions for public comment.
_	 Signature Date