

COVID-19 Public forum procedures for School Board Meetings

The board appreciates patrons taking time to talk to us about our policies and procedures. We set aside time every meeting to hear from the public. While COVID-19 restrictions remain in place, the public will be unable to attend the meeting in person, but we welcome your written comments to be read aloud by the board clerk during the public forum portion of the meeting. Please submit all comments to the board clerk at griley@usd211.org or drop off at the unified office at 105 E Waverly no later than 2:00pm on the day of the meeting. We ask that you adhere to the following rules regarding your comments.

- 1) You must include your full name with your comments and your name will be announced when your comment is read to the board.
- 2) Your comments should be directed towards district business, board policies, or the procedures our administrators establish to carry out those policies, applicable to an agenda item of the current meeting.
- 3) Please remain respectful and courteous. If the comments are deemed inappropriate by language, name-calling, or personal attacks they will not be read or included during the meeting.
- 4) This is not an appropriate time or place for patrons to make comments of a personal nature about any district employee, student, or parent. Persons making comments which violate the privacy rights of district employees and students will not be read or included during the meeting. If a patron or parent has a concern with one or more employees, the board will refer that person to the appropriate administrator, and the board will follow up at a future meeting if necessary.
- 5) Please keep your comments to a maximum of one page in length.
- 6) In cases where several comments are received having similar subjects and/or opinions, these will be condensed or combined for time saving purposes. If you are part of a group with a similar interest, we suggest submitting the comments through one representative for the group.

All comments submitted will be screened prior to the meeting for language and content. Comments being deemed inappropriate will not be read or included during the meeting. If you have questions about what may or may not be allowed within your public comment, please call the board clerk, Gina Riley, at 785-877-3386 prior to submitting your comments.

Generally there is no immediate discussion or action taken by the board during the public forum.

All comments that are read at the meeting will be copied and distributed to board members, added to the official minutes book, and retained with the permanent record of the meeting.

Board members are not allowed to receive calls or texts during the meeting.

Thank you for taking your time to discuss district business with the board.