

# Fern Ridge School District 28J

Code: BDDH-AR  
Revised/Reviewed:

## **Public Comment at Board Meetings**

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the speaker refrains from repeating a similar point.

To provide public comment in person, if the opportunity is available on the Board agenda, please complete and submit the Intent to Speak form to the Board secretary by 1:00 PM on the day of the board meeting at [msmith@fernridge.k12.or.us](mailto:msmith@fernridge.k12.or.us). Those attending virtually who want to provide public comment should notify the Board secretary by submitting an email to [msmith@fernridge.k12.or.us](mailto:msmith@fernridge.k12.or.us) by 1:00 PM on the day of the board meeting.

A person speaking during the public comment portion of the meeting may comment on topics on the agenda, as well as topics not on the published agenda. A person providing public comment will be allowed three minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.”

*SEE FORM ON REVERSE*

**INTENT TO SPEAK**

The Board welcomes input. To provide in-person or virtual public comment please submit this completed form to the Board secretary at [msmith@fernridge.k12.or.us](mailto:msmith@fernridge.k12.or.us) by 1:00 PM on the day of the board meeting.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Topic or comment to be presented (brief description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please indicate how you will present your comment:

In-Person \_\_\_\_\_

Virtually \_\_\_\_\_

If you are attending virtually, please provide the attendee name or phone number you will join under: \_\_\_\_\_

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted by the Board regarding personnel may take place in an executive session.

**The Board requires that a topic or comment is limited to three minutes or less.**