

# CITIZEN INPUT

## Procedures for Addressing The School Board of Lafayette County

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We're happy you took this opportunity to attend a meeting of the School Board of Lafayette County. We welcome your input. Citizen involvement is very important to the success of any public school system. We must all work together for the benefit of our children.

If you wish to address the board, there is an opportunity to do so before the regular business meeting begins. It is listed on the agenda under "Citizen Input." **Speakers are asked to complete the Citizen Input Form prior to addressing the School Board.** The Lafayette County School Board will hear any citizen who wishes to address the Board, on a one time basis, pertaining to a relevant topic. If the Board wishes to hear more about the topic, that topic will be scheduled for a future meeting. Each speaker should begin by stating his or her name for the record. We ask that speakers keep their comments to approximately three minutes and the time dedicated to this topic will not exceed twenty minutes. Speakers are also welcome to submit any comments or questions to the School Board in writing. The "Citizen Input" item provides citizens the opportunity to share information with the School Board. In keeping with Florida's Sunshine Law, the School Board can take official action only on those items legally noticed and listed for board action on the meeting agenda.

**Please Note: The school board meeting is not the appropriate forum for presenting complaints or charges against individual employees of the school system. Any charges of a serious nature against an individual should be submitted in affidavit form to the Director of Teaching and Learning Services.**

The School Board encourages you to work directly with teachers and/or principals whenever possible. If you still have concerns following a conference with a teacher or principal, you may contact the District School Board Office at 386-294-4107, and you will be directed to the district staff member best able to address your concerns.

The School Board's regular business meetings are held on the third Tuesday of each month beginning at 6:00 p.m. The meeting schedule may sometimes change due to holidays and other conflicts. The public will be notified of any change in the regular meeting date.

The agenda is published in *The Mayo Free Press*, on the Thursday before each board meeting. It is also posted on the school district website, at each school site, at the county courthouse, and in the Superintendent's Office.

If you have any comments or questions about the Lafayette District School Board or any board meeting, please contact the Superintendent's Office at 386-294-4107 and we will be happy to assist you.

Please sign below signifying that you have read and understand the procedures for addressing the School Board of Lafayette County.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE COMPLETE ATTACHED FORM**

# Lafayette County School Board

## CITIZEN INPUT FORM

### School Board Meetings

The public is invited and encouraged to attend School Board meetings. Meetings are held on the third Tuesday of each month beginning at 6:00 p.m., unless otherwise approved and properly posted. Special meetings are scheduled as needed. All meetings are normally held in the School Board Meeting Room of the District School Board Office, 363 NE Crawford Street, Mayo, Florida.

### If You Wish to Speak To The School Board

If you wish to speak about a subject that is on the agenda or about a topic of concern to you that is not on the agenda, complete the form below. Please list the subject and submit this form to the Superintendent's Secretary or the School Board Chairperson prior to the beginning of the meeting.

The Chairperson will call on you at the appropriate time. **Presentations are limited to three minutes.**

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I WISH TO ADDRESS THE SCHOOL BOARD REGARDING:

\_\_\_\_\_ Agenda Item # \_\_\_\_\_

Concerning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ A topic of concern that is not on the School Board Agenda:

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

Representing: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)

Signature: \_\_\_\_\_

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