

BRIDGE CITY INDEPENDENT SCHOOL DISTRICT

A REQUEST TO SPEAK TO THE BOARD:

Do you wish to merely speak to the Board?

- If so, this is referred to as the Public Forum portion of the Board Meeting

At regular meetings the Board shall allot up to 30 minutes to hear persons who desire to make comments to the Board.

Steps for speaking at the Public Forum –

1. Be at the Board Meeting, at least 5 minutes prior to its start.
2. Sign the Public Input form which is available at the entry.
3. Wait to be recognized by the Board President during the “Recognition of Visitors” section of the agenda.
4. Stand and identify yourself by name, address, and, if applicable, the organization or group you are representing.
5. Remember to limit your remarks to 5 minutes.

NOTE: State law prohibits the board’s discussion, deliberation, or action of any item that is not on the official agenda.

Do you wish to be on the Board Agenda as an action item?

- If so, is this a type of accolade, praise, thank you or donation?
- Is this a complaint?

Steps for Accolade or Donation

1. In writing, give your name and the name of the organization, if applicable
2. Identify the accolade, award, gift, or donation.
3. Submit to the superintendent’s office during regular office hours at least 7 days prior to a scheduled Board Meeting.

Steps for Complaints

1. Identify the complaint as a Student/Parent Complaint (Policy FNG), an Employee Complaint (Policy DGBA), or a Public Complaint (Policy GF)
2. Pick up the proper packet of information from the Principal’s office at any campus regarding the complaint.
3. Read the packet of information and follow the steps outlined in the Board policy that is included in the packet including who to return it to. The complaint needs to follow the necessary steps prior to reaching the Board as an action item.