

**STO-ROX SCHOOL DISTRICT 298 Ewing Road, McKees Rocks, PA 15136**

**REQUEST TO ADDRESS THE BOARD OF SCHOOL DIRECTORS**

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

In order to permit fair and orderly expression of such comment, the Board will provide a period for public participation and will formulate rules to govern such public participation in Board meetings.

Public participation shall be permitted as indicated on the order of business in the procedures of this Board near the beginning of each meeting and near the end of each meeting. The portion of the meeting during which participation of the public is invited, shall be managed by the President.

If you would like to address the Board of School Directors, please read the rules for public comment on the page 2 of this form and complete the following information:

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

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

(Street, Town and Zip Code)

Municipality of Residence: \_\_\_\_\_

(Borough or Township)

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

Telephone: (\_\_\_\_) \_\_\_\_\_

Brief description of reason to appear before the Board: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Submit completed form by mail, hand-deliver, fax, or email to:*

*Susan Gratton, Board Secretary, Sto-Rox Upper Elementary School,  
298 Ewing Road, McKees Rocks, PA 15136  
Fax #: 412-771-5193; Email: sgratton@srsd.k12.pa.us*

For Office Use Only: Meeting Date _____ Date of Request _____ Order of Recipient/No. _____
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Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with these policies and procedures. The Board requires that public participants be residents or taxpayers of this district or anyone representing a group in the community or school district; any representative of a firm eligible to bid on material or services solicited by the board; any employee of the district; or pupil of the district.

1. Individuals wishing to have their name and/or topic on the agenda must register their intent with the Board Secretary twenty-four (24) hours in advance of the meeting, providing group affiliation, if appropriate.
2. In order to ensure that everyone who comes to speak to the Board has the opportunity to do so, comments will be limited to three (3) minutes. If there is a group who all wish to speak to the Board on the same topic, the group must appoint a spokesperson.
3. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation; if appropriate.
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
5. The presiding officer may:
  - ▶ interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant
  - ▶ request any individual to leave the meeting when the person does not observe reasonable decorum
  - ▶ request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting
  - ▶ call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting
  - ▶ waive these rules with the approval of the board
  - ▶ respond directly to questions, refer questions to the appropriate person or have them answered in a timely manner
6. When you address the board during the Public Comment section of the meeting, we will listen carefully to your statement. If a response is needed, we will direct it be made in a timely fashion, by phone or in writing, if necessary. Comments made at a board meeting are part of the public record.