

*Communications with the School Board*Written Correspondence

Individuals wishing to contact the Board of School Directors (Board) may do so via mail, email, and/or in person at designated meetings. Individuals wishing to contact the Board are encouraged to visit the District website for more information on how to do so.

Individuals who wish to send email correspondence to the Board shall direct such correspondence to [schoolboard@tesd.net](mailto:schoolboard@tesd.net). As required by applicable law, the District has also established and published on its website email addresses for each individual member of the Board for purposes of enabling members of the public, District staff, and students to communicate with individual Board members regarding matters of District governance. Only emails sent to the entire Board at [schoolboard@tesd.net](mailto:schoolboard@tesd.net) are governed by this Policy and the accompanying Administrative Regulation. While individual Board members may respond to emails sent to their individual Board member email address, there shall be no expectation of such a response.

All written correspondence to the Board, including email communications directed to the entire Board at [schoolboard@tesd.net](mailto:schoolboard@tesd.net), shall be promptly acknowledged. Responses to questions or further explanations will be provided by the appropriate Administrator or Board member. Responses will be in accordance with other Board Policies.

Correspondence received anonymously by the District, by the Board or by its members will not be recognized as formal correspondence and therefore will typically not be given a response.

In accordance with privacy law, all correspondence that is addressed to the School Board will be reviewed by the administration to redact any specifically protected student and/or teacher names.

Correspondence to the Board, received by the Secretary of the Board, will be considered as part of the established School Board agenda if received in accordance with provisions outlined in the accompanying Administrative Regulation. If, however, in the judgment of the President of the Board, or any other Board member, the correspondence received in an untimely manner requires immediate action of the Board, they shall bring that correspondence to the Board's attention at the next regularly scheduled public meeting. Emails to individual Board members shall not be considered correspondence to the Board for purposes of inclusion on the School Board meeting agenda.

Public Comment at Meetings

In order to promote public discourse of issues that concern the District community, at every regular monthly business meeting of the Board, the Board shall provide at least two (2) opportunities for comments or questions from the public. The public comment periods are reserved for District residents and taxpayers to the District. Additionally, the Board will accept comments from sitting public officials for non-campaigning purposes. At every standing committee meeting of the Board open to the public, the committee shall

provide a reasonable opportunity for comments from the public regarding the subject of the meeting.

#### Attendance at Meetings

The presiding officer or designee may:

- Interrupt or terminate a participant's statement when the statement exceeds the designated time limit or is not related to matters of concern, official action, or deliberation that are or may be before the Board.
- Interrupt a participant's statement if the statement is obscene, to caution a speaker that the meeting is being recorded for rebroadcast and other purposes and to remind the speaker that minors may be present in the audience.
- Request that an individual leave the meeting when that individual's conduct or speech interferes with the orderly progress of the meeting.
- Request the assistance of law enforcement officers to remove a person when the person's conduct or speech interferes with the orderly progress of the meeting.
- Call a recess or adjourn to another time when circumstances arise that prevent the orderly conduct of the meeting.
- Limit the time available for public participation as the presiding officer deems appropriate in order for the Board to conduct its business in an orderly, effective and efficient manner. This may include limiting the total time permitted for public participation, limiting the time allocated to each speaker, or adjourning the meeting without a final public comment period, provided that sufficient public comment has been permitted prior to official action taken by the Board.

Adopted: November 24, 1969

Revised: September 22, 1986

Revised: November 23, 1998

Revised: September 26, 2005

Revised: August 25, 2008

Revised: April 26, 2010

Revised: August 23, 2010

Revised: January 24, 2011

Reviewed: December 15, 2011

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Revised: May 26, 2021

Revised: March 28, 2022

Revised: November 6, 2024