

## *Communications with the School Board*

### Correspondence with the School Board

Correspondence, including email sent to schoolboard@tesd.net, which meets the criteria stated below will be listed on the School Board agenda for the next regularly scheduled meeting. The listing will consist only of the name of the sender, date of the correspondence, and topic of the correspondence.

Generally, in order to be considered by members of the Board or the District administration on behalf of the Board, correspondence, including email, must state the correspondent's name and if they are a District resident. In addition, correspondence shall: (1) be received by the District no later than 8:00 a.m. on the Friday before the meeting; and (2) include the sender's name and the topic of their correspondence (i.e. no anonymous messages). Solicitation messages will not be considered correspondence for inclusion on a School Board agenda.

A member of the Board or the District administrative staff writing on behalf of the Board will respond in writing to correspondence addressed to the Board.

Anonymous correspondence will generally not be brought to the attention of the members of the Board and will not be addressed by the Board or the District administration.

### Public Comment at Board Meetings

#### Regular Board Meetings

District residents and taxpayers are invited to address the Board during the designated public comment periods. Typically, the first public comment period occurs prior to action on any agenda items. The Board requires that comments made during this first opportunity be limited to items on the agenda. A separate public comment period will occur before Board action on any Priority Discussion Agenda item limited to that item. The final Public comment period will occur after the final action item and may relate to any matter of concern, official action or deliberation which is or may be before the Board.

During or immediately after the first public comment period, the Board will accept comments from sitting public officials for non-campaigning purposes and, by agreement with the TEEA, the Board will accept comments from the union president.

Each public comment shall be limited to three (3) minutes unless otherwise determined by the Board President or presiding officer.

#### Special Meetings

District residents and taxpayers are invited to address the Board during the designated public comment periods limited to items on the agenda. The Board will also accept comments on agenda items from sitting public officials for non-campaigning purposes and, by agreement with the TEEA, the union president.

Each public comment shall be limited to three (3) minutes unless otherwise determined by the Board President or presiding officer.

Board Committee Meetings

District residents and taxpayers are invited to address the Board during the designated public comment periods limited to items on the agenda. The Committee will also accept comments on agenda items from sitting public officials for non-campaigning purposes and, by agreement with the TEEA, the union president.

The Chair or presiding officer has the discretion to establish time limits for comment and to permit public comment at any time during the meeting.

Cross Reference: Policy and Regulation 1123 (Public Access to School District Records).

Revised: September 1995  
Revised: September 2005  
Revised: October 2005  
Revised: January 24, 2011  
Revised: September 22, 2014  
Revised: February 4, 2020  
Revised: April 6, 2021  
Revised: March 1, 2022