

**PUBLIC PARTICIPATION POLICY  
ALBANY AREA SCHOOLS  
Request Form**

Regular School Board meetings are normally scheduled the first Wednesday of every month and are held in the Boardroom of the District Office. Special Board meetings are scheduled as needed. The date, time, and place are posted and announced as far in advance as possible and in accordance with state law.

**COMMENTS FROM THE PUBLIC**

Opinions and ideas contributed by students, parents/guardians, staff, and other citizens are valuable to the School Board. We have set aside time during the regular meeting time for “Recognition of Visitors and Public Forum.” Anyone who is a resident of Independent School District #745 may address the Board on any topic during this time using the following guidelines:

- If you wish to address the School Board, please call the Superintendent’s Office at 320-845-2171 ext. 5055 before 4:00 p.m. on the day of the meeting. Give your name and home address as well as the topic of your comments. If you cannot call ahead of time, you may still be heard if time permits.
- Please limit comments to five minutes.
- If you are not heard due to lack of time, you will be scheduled to present before the next regular Board meeting.
- Groups wishing to address the Board should do so through a single speaker.
- Matters currently under negotiation or litigation, or related to personnel, will not be discussed in public.
- Personal attacks are not permitted.
- You should use the appropriate administrative channels for addressing operational matters and address such concerns to the Board only if they go unresolved.
- The Board may respond or clarify immediately following a speaker. However, some issues require research and deliberation before an appropriate response can be made. If a full response is desired, particularly for complex issues, a letter of request to the Board is recommended with questions or concerns clearly stated.

**Please Complete Form On The Back Side Of This Page**

**ALBANY AREA PUBLIC SCHOOLS**  
**“COMMENTS FROM THE PUBLIC”**

Number \_\_\_\_\_

Date\_\_\_\_\_

*Today's Date*\_\_\_\_\_

*Time* \_\_\_\_\_*a.m.* *p.m.*

*Phone*\_\_\_\_\_

*In Person*\_\_\_\_\_

*Name*\_\_\_\_\_

*Address*\_\_\_\_\_

\_\_\_\_\_

*Phone* \_\_\_\_\_

*Topics of Comments*

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*Group Represented*

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*Signed*\_\_\_\_\_