

**Baker County School Board
CITIZEN INPUT FORM**

School Board Meetings

The public is invited and encouraged to attend School Board meetings. Meetings are held on the first and third Mondays of each month, unless otherwise approved and properly posted. Meetings are normally held in the School Board Room of the Superintendent's Office, located at 270 South Boulevard East, Macclenny, Florida 32063. Special meetings are scheduled as needed.

If you wish to speak to the Board

If you wish to speak to the Board complete the form below, list the subject, and submit this form to the Superintendent's secretary, Amy Sapp, **PRIOR** to the beginning of the meeting.

You will be called on by the Chairman of the Board at the appropriate time. **Presentations are limited to 3 minutes.**

Date: _____

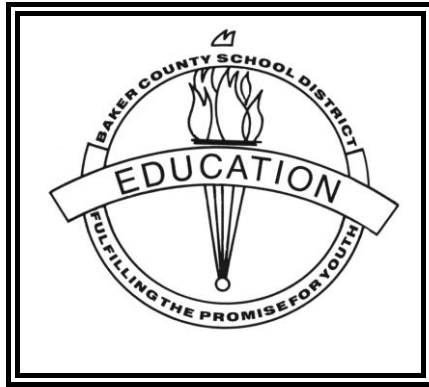
I wish to address the School Board regarding: _____

Representing: _____

Name: _____

Address: _____

Telephone: Home _____ Work _____



CITIZEN INPUT

Procedures for Addressing The School Board of Baker County

We're glad you took this opportunity to attend a meeting of the School Board of Baker County. We welcome your input. Citizen involvement is crucial to the success of our public school system. All of us must work together for the benefit of our children.

If you wish to address the Board, there is an opportunity to do so at the end of the regular business meeting. It is listed on the agenda under "Citizen Input." Speakers are asked to complete the Citizen Input Form and submit it to the Board Secretary, Amy Sapp, PRIOR to the beginning of the meeting. Each speaker should begin by stating his or her name and address for the record. Presentations/comments are limited to 3 minutes. The "Citizen Input" item provides citizens the opportunity to share information with the board. In keeping with Florida's Sunshine Law, the board can take official action **only** on those items legally noticed and listed for board action on the meeting agenda.

The board meeting is not the appropriate forum for presenting complaints or charges against individual employees of the school system. Any charges of a serious nature against any individual should be submitted in affidavit form to the Assistant Superintendent for Human Resource Management and Development.

The School Board encourages you to work directly with teachers and/or educational leaders whenever possible. If you still have concerns following a conference with appropriate personnel you may contact the Superintendent's Office at (904) 259-0401, and you will be directed to the district staff member best able to address your concerns.

(FORM TO BE COMPLETED ON BACK)