

SCHOOL BOARD MEETING SIGN-UP PROCEDURES

1. Persons may notify the Superintendent's Office to sign-up to testify to the School Board at any time before 5:30 p.m., or one hour prior to the start of the meeting, whichever is earlier. Contact may be made in one of the following ways:
 - Phone: 742-4312
 - Fax: 742-4318
 - Email: SchoolBoard@asdk12.org
 - Letter: Anchorage School District, 5530 E Northern Lights Blvd, Anchorage, AK 99504-3135 (letter must be received by the date of the meeting.)
 - In person: 5530 E Northern Lights Blvd, Anchorage

If the person has not called in, or otherwise provided notification before 5:30 p.m. on the day of the meeting, they may sign-up with the School Board secretary in the board room until the president has called the meeting to order. Persons wishing to testify should give the secretary their name, telephone number, and topic of their testimony. Persons may not sign-up other persons to testify.

A sign will be posed in a prominent place in the board room advising the public of their right to sign-up prior to the beginning of the meeting; this sign will also have a copy of the agenda and a list of those who have previously signed up (without telephone numbers) to testify.

Persons who wish to sign-up after the president has called the meeting to order will be advised by the president if they will be allowed to testify.

Sign-up procedures will also be posted on the ASD web site each time the agenda is posted, and in any advertisement relating to a School Board meeting.

2. People may testify about items on the agenda when the item is discussed during the meeting.
3. Persons wishing to testify on non-agenda items are scheduled at the beginning and the end of the business meeting. If they cannot stay until the end of the meeting, they will be asked if they want to testify at the next meeting. If they want to testify, they will be placed at the top of the list for the next meeting.
4. The School Board does not hear complaints against students or personnel in public session.
5. The Board secretary maintains a list of persons wishing to speak to the Board. The list is distributed to the Board, the Superintendent, and administrative staff, and any media (without telephone numbers), just prior to the regular meeting, or at the meeting itself. Persons are added to the list in the order they call-in, or sign-up at the Board meeting. Persons wanting to testify are grouped by the Board memorandum and/or topic if they choose to testify during the time when the item comes up on the agenda.
6. The Board secretary files a list with all names of persons speaking to the Board as part of the official record of the meeting.