

Welcome to the school board meeting

Each month, the board discusses and makes legally required decisions about our schools. The board holds these business meetings in public, using a published agenda.

The agenda lists one 15-minute period for public comments which may be adjusted by the board president.

The board is accountable and responsible to constituents and deeply interested in your comments.

You are eligible to speak* to the board during *public comments* if you are:

- A parent or guardian of district students
- A resident of the district
- A district staff member
- A staff member of a business in the district
- A representative of firms eligible to bid on district materials or services
- A legal representative of any of the above

*Those not meeting the above criteria can request an exception through the superintendent's office at least 24 hours prior to the start of the board meeting.

Four easy steps for sharing your thoughts with the board

1. Complete a public comment card. District staff are available at least 15 minutes before each board meeting to distribute and collect comment cards for each meeting.
2. Give the card to district staff, in person, before the public comment agenda item begins.
3. Have a seat in the Board Room. Approach the lectern when the board president calls you.
4. Share your thoughts within a three-minute period.
(The green, yellow and red timer lights on the podium will help you stay on time as you speak.)

What happens before you speak?

The board president determines the order for welcoming speakers.

The order is intended to ensure that all topics are heard by the board before any one topic is repeated.

What happens while you speak?

The board listens.

The board respects your perspectives and values your input and suggestions. The board asks you to keep your comments to three minutes and refrain from disruptive, repetitive, profane or irrelevant comments.



Sequoia High School 2019 graduates

What happens after you speak?

Depending upon the nature of your topic or questions, the superintendent may ask staff to contact you to answer questions or provide information.

When you fill out a comment card, you can request the board to send you a written response. Normally, your response will arrive within five business days after the meeting, depending upon research required.

Is there a public record of the comments?

Yes. The district normally videos and audio records regular board business meetings. These electronic records are linked on the district website. Written minutes of school board meetings are also available through the district website, BoardDocs, and the superintendent's office.

I have a disability making it difficult to speak to the board. Can I participate?

If you need an accommodation to take part in a school board meeting, please contact the superintendent's office three (3) working days before a regular meeting, and as soon as possible in advance of a special meeting at which comment is scheduled, so accommodations may be arranged.

When does the board meet?

Regular board meetings usually happen twice a month on Tuesdays at 5 p.m. in the Board Room of the Community Resource Center at 3900 Broadway in Everett.

Where can I get an agenda before a meeting?

You can review each regular board meeting agenda online on the district website the Monday before a regular Tuesday board meeting.

Are there other ways to share my thoughts with the board?

Yes. The board welcomes your comments several ways:

Email: schoolboard@everettsd.org

Write: Everett Public Schools
Board of Directors
3900 Broadway
Everett, WA 98201

