

# SCHOOL OF SCIENCE AND TECHNOLOGY

## WELCOME TO THE BOARD OF DIRECTORS MEETING

***The board values public comment on educational issues and recognizes the importance of involving school community members in its meetings.***

### **Who can address the board?**

To permit fair and orderly expression of public comment, the board normally provides a period early in each meeting when students, residents and employees of the district, and parents or guardians of students currently enrolled in the district, may make comments on non-agenda issues and agenda issues. A representative of a firm eligible to bid on materials or services solicited by the board also may express opinions related to those purchases.

### **How do I sign up to address the board?**

Patrons who wish to be heard by the board must complete all areas of the attached form. The completed form is to be submitted to Annabelle Mendiola, in person, or via email at [amendiola@sstx.org](mailto:amendiola@sstx.org), or via fax at (210) 783-1752. Requests to address the Board must be received at least 24 hours prior to the start of the meeting.

### **What happens during the board meeting?**

The president normally will call on speakers at the time established in the agenda, and in the order in which fully-completed forms are received, unless the president, with the consent of the board, determines another method.

When recognized, patrons proceed to the front of the room so their comments can be heard by the board members. **Remarks are limited to five (5) minutes for non-agenda items, and (10) minutes for agenda items. Organizations should choose one (1) representative to speak on their behalf. Organizations' representatives will limit themselves to ten (10) minutes.**

### **What doesn't happen during the board meeting?**

Public comments are an opportunity for the Board of Directors to listen to district patrons. The board does not respond to

comments or attempt to answer questions on issues that are not posted on the agenda during the public comment time. Please check the response box on page two if you would like a follow-up response.

The board values and welcomes civil, respectful statements and clear, concise communications that inform its deliberations, mission and vision. Negative assertions about an individual's character or motives do not serve this end. During public comments, speakers should refrain from repetitious, profane or irrelevant comments. The board as a whole shall determine the appropriateness of comments.

### **Individuals with disabilities**

Individuals with disabilities who may need a modification to participate in a meeting should contact Annabelle Mendiola at [amendiola@sstx.org](mailto:amendiola@sstx.org) no later than three (3) working days before a regular meeting and as soon as possible in advance of a special meeting so arrangements for modifications can be made.

### **Board meeting schedule, agendas and minutes**

Regular board meetings are generally held monthly at 6:00 p.m. at Central Office at 1450 NE I-410 Loop, San Antonio, TX 78209.

Each regular board meeting agenda is posted on the district web site at least three days prior to the regular board meeting; the agenda for each past meeting is also on the website.

In addition to speaking at a board meeting, you may contact the board by sending an email to Annabelle Mendiola at [amendiola@sstx.org](mailto:amendiola@sstx.org) or by writing to:

School of Science and Technology  
Board of Directors  
1450 NE I-410 Loop  
San Antonio, TX 78209

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## WELCOME TO THE BOARD OF DIRECTORS MEETING

Please provide your written comments to the board here.  
Thank you for contributing to the board's public involvement efforts.

If you would like to address the board, please provide the information on this form, sign the bottom, and return this page to Annabelle Mendiola at [amendiola@ssctx.org](mailto:amendiola@ssctx.org)

- I wish to address the board during the public comment time regarding a topic not on the agenda: \_\_\_\_\_  
\_\_\_\_\_
- I wish to address the board during the public comment time regarding the agenda item entitled: \_\_\_\_\_  
\_\_\_\_\_
- I am an employee of the district at \_\_\_\_\_
- I have a student enrolled at \_\_\_\_\_
- I have a business relationship with the district.

Name of business:

#### Service Provided:

Name: \_\_\_\_\_

Address:

Phone:

Email:

I have read and will abide by the instructions for public comment

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Signatures \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

*Date*