

Portales Municipal Schools

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Portales, NM 88130

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www.portalesschools.com



Board of Education
Dr. Alan W. Garrett President
Randy Rankin Vice President
Rod Savage Secretary
Antonio R. Sanchez, Jr. Member
Inez Rodriguez Member

Administration
Superintendent
Assistant Superintendent
Director of Federal Programs
Director of Special Student Services
Director of Finance
Director of Student Nutrition
Director of Maintenance

REQUEST TO ADDRESS THE BOARD OF EDUCATION

BOARD OF EDUCATION

Dr. Alan W. Garrett, President, Randy Rankin, Vice President, Rod Savage, Secretary,
Antonio R. Sanchez Jr., Member, Inez Rodriguez, Member

RULES FOR NON-BOARD MEMBER PARTICIPATION AT BOARD MEETINGS

All regular and special meetings of the Portales Municipal Schools Board of Education are open to the public.

The Board wants to hear the viewpoints of community members, and considers the responsible presentation of these viewpoints vital to the efficient operation of this school district. The Board also recognizes its responsibility for proper governance, and therefore, the need to conduct its business in an orderly and efficient manner. The Board therefore established the following procedures to receive input:

1. Any individual desiring to address the Board shall complete a form (Request to Address the Board) and return it via email: tbaca@portalesschools.com, fax: 575-356-4377 or turn the form in at the Administration office by 3:00 p.m. the day of the Board Meeting.
2. The Board President shall be responsible for any speakers, maintaining proper order, and adhering to time limits. Questions of fact asked by the public shall, when appropriate, be answered by the Superintendent; questions requiring investigation shall be referred to the Superintendent for later report to the Board.
3. If necessary, the Board President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.
4. Members of the public may, at the discretion of the Board President, be recognized while the Board conducts its official business.
5. During an open session, the Board shall not hear personal complaints against personnel or any person connected with our organization unless other procedures provided by the Board for disposition of legitimate complaints involving individuals have been followed.

Retain the above portion for your information.

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Please detach this portion and give the Board President or Secretary

REQUEST TO ADDRESS THE BOARD OF EDUCATION

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Reason to Address the Board: _____

My specific concerns I wish to discuss with the Board are: _____
