

# Process for Speaking to MCPS School Board

## Public Address

### School Board Meeting Logistics:

- **Upcoming Meetings:** April 5, April 26, May 3, May 17, June 7, and June 21 (Board meets first and third Tuesday of each month.)
- **Meeting Time:** 7:00 PM; Public Address begins shortly after call to order
- **Location:** Meetings are typically held at the Operations Center, 208 College Street in Christiansburg (formerly Christiansburg Middle School). Parking is located at the back of the building, enter lot through Depot St. NW. See agenda to confirm meeting location.
- **Agenda:** Available via [BoardDocs](#) on the Friday before a Tuesday meeting. Any change of location will be noted. To confirm location, call (540) 382-5100.

### About Public Address

- **30 minutes at the beginning of regular school board meetings** which are scheduled for the first and third Tuesday of each month; school board may choose to extend the time
- **Who May Speak:** Montgomery County residents, MCPS students and school board employees may appear in person at any regular meeting of the School Board.
- **Speakers will be taken** on a first come, first served basis; name will be called to come to the microphone.
- **Comments are limited to 3 minutes:** Do not go over allotted time—if you do, you will be interrupted which is embarrassing.

### Public Address Sign-Up Process

- **Preferably sign up 24 hours in advance**, though the portal remains open until the meeting begins.
- **Complete the online sign-up form:** [Public Address Sign-Up for Montgomery County School Board Meeting](#)
- **Website Directions to Form:** mcps.org → About Us → School Board → School Board Meetings. There will be a link to the form.
- **Members of the community are not permitted to “sign-up” for anyone else.**

### Public Address Speaking Protocol

- Opening: Good Evening; Address: Dr. Annie Whitaker; School Board Chair, Sue Kass; members of the Board
- State name, community where live (do not give exact address) and
- Who you are, e.g., parent of GLES student, grandparent of 4<sup>th</sup> grader, educator, community member advocating for students, *etc.* (Stating your relationship to students and schools is very important.)
- Do not speak for a group unless you have the organization’s permission. **Note:** Only the president of the NAACP Branch or designee may speak for the organization.

- If others from your organization accompany you, acknowledge them: Ask to stand or raise hand.
- Speak from a written statement that you or a colleague can hand to Brenda Drake, Clerk of Board.
- Hand your statement to the media representatives.

### **Speaking Tips**

- Practice speaking from or reading your statement.
- Avoid speaking off the cuff/extemporaneously, even as an aside from your written statement.
- Stay within the 3-minute timeframe which begins when you begin to speak i.e., it includes all the time taken for the Protocol items above.
- Pay attention to the time signal projected on the screen while speaking; do not go over allotted time—if you do, you will be interrupted which is embarrassing.

### **School Board Members and Contact Information**

- **District A** - Linwood Hudson, [linwoodhudson@mcps.org](mailto:linwoodhudson@mcps.org)
- **District B** - Penny J. Franklin, Vice-Chair, [pfranklin@mcps.org](mailto:pfranklin@mcps.org)
- **District C** - Dana M. Partin, [danapartin@mcps.org](mailto:danapartin@mcps.org)
- **District D** - Jamie M. Bond, [jbond@mcps.org](mailto:jbond@mcps.org)
- **District E** - Marti Graham, [martigraham@mcps.org](mailto:martigraham@mcps.org)
- **District F** - Susan J. Kass, Chair [skass@mcps.org](mailto:skass@mcps.org)
- **District G** - Mark F. Cherbaka, [markcherbaka@mcps.org](mailto:markcherbaka@mcps.org)

**More information on School Board members on [BOARD MEMBER](#) webpage.**

**Find webpage :** mcps.org → About Us → School Board → Board Members