



Early Childhood, Special Education and Title Services

Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 620
Topeka, Kansas 66612-1212

(785) 291-3097
(800) 203-9462
(785) 291-3791 - fax

www.ksde.org

Public Input Ground Rules

The following are procedures to follow when providing public input to the Kansas School Mental Health Advisory Council. Your input can be submitted in writing or presented verbally.

Submitting Written Public Comments

- The public may submit comments in written form to be read by the chairperson and/or distributed at council meetings during the public input session, if unable to present in person.
- Written comments can be submitted via email, or mail to Pat Bone pbone@ksde.org and *received at least three business days* prior to the scheduled meeting. Any written comments submitted after that time may be read and/or distributed at a later meeting.
- Written input must include the name, address and county of residence of the person submitting comment. Specific issues about a particular student should be addressed to the Early Childhood, Special Education and Title Services Team rather than the council.

Your written comments will be part of the public meeting documents received by the panel.

If special assistance to participate in the public input session is needed, please contact the Pat Bone.

Submitting Verbal Public Comment

- Prior to start of the School Mental Health Advisory Council meeting, be sure to sign in on the "Public Comment" sign in sheet. Those choosing to make public comment will be seated in the guest section for the meeting.
- Refer to the council agenda for the time period to provide public input.
- The time limit for verbal comments is three minutes.
- Those making public comment will be given a verbal cue one minute before time expires.
- Please keep comments factual and objective. Please avoid using names of students or staff members.
- Comments will be taken under advisement by the council.