



## Community Member Request to Add Agenda Item

Date of Request Submission to UDA Director: \_\_\_\_\_

Date of Board Meeting Request to be added: \_\_\_\_\_

Name of Community Member: \_\_\_\_\_

Agenda Item Topic: \_\_\_\_\_

### Instructions for Presentations to the Board by Members of the Community

Urban Discovery Academy ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all community members and are posted on the website in advance as well as available at the meetings.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications".
3. "Oral communications" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The board may give direction to staff to respond to your concern or you may be offered the option of returning with a community member requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda.

Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item. Please find the Community Member Agenda Request Form on the website, submit the request form to the Director two weeks in advance of the next board meeting.

Individuals are encouraged to bring concerns first to the administration before bringing issues to the board.

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