

Public input to Kaohao School Governing Board meetings

The Governing Board agenda is published on the school's website at least 6 days prior to monthly meetings (6 p.m. on the 4th Wednesday of each month). Relevant written and oral testimony from the public are welcome.

All written testimony on agenda items received **up to 24 hours** in advance of the meeting will be distributed to the Governing Board. Written testimony may be mailed to the school (140 Alala St, Kailua HI 96734) or emailed to clewis@kaohaoschool.org.

Individuals who would like to provide oral testimony at a virtual meeting will need to connect through the [Zoom application](#). Please note that the name used for your Zoom registration will be included in the meeting minutes.

If you wish to provide oral testimony, [please sign up on this form](#). The sign-up form will close **24 hours prior** to the start of the Governing Board's meeting. Oral testifiers will receive an email confirmation with the necessary virtual meeting information and connection instructions.

Upon connection to the scheduled meeting, individuals registered to provide oral testimony will be placed in a Zoom room where they are able to view the meeting; microphones will be automatically muted. When called upon to begin their testimony, the meeting host will ask the testifier to unmute their microphone. Testifiers will then have two minutes to speak.

Concerns that are confidential, such as student-specific or personnel issues, can be directed to the Board in a written letter but cannot be published or accepted as part of oral testimony.

We hope that these guidelines will facilitate public input to the Governing Board during these unusual times.