

**CHIPPEWA VALLEY SCHOOLS  
SEX ED ADVISORY BOARD**

**PROTOCOL FOR VISITORS AT SEX ED ADVISORY BOARD MEETINGS**

Chippewa Valley Schools has a Sex Education Advisory Board (SEAB) that is responsible for reviewing and recommending materials and methods for sex education to the district among other things related to following the laws of the state of Michigan surrounding that material. The SEAB consists of volunteers from multiple sectors committed to ensuring that CVS has a quality sex education program. CVS supports an open and transparent process and allowing guests to observe CVS SEAB meetings is a part of that process.

Those who are interested in observing a meeting should contact Stephanie Lange [Slange@cvs.k12.mi.us](mailto:Slange@cvs.k12.mi.us) to find out about times and locations of upcoming meetings to schedule a visitation.

Please complete the following guest information and abide by the guidelines below. Forms should be provided in advance to [slange@cvs.k12.mi.us](mailto:slange@cvs.k12.mi.us)

**Guest Information:**

- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Email and Phone \_\_\_\_\_
- Age and Grade(s) of Child(ren) in the district  
\_\_\_\_\_
- Rationale for wanting to observe the SEAB  
\_\_\_\_\_
- Are you representing a specific organization or curriculum? Please disclose any conflicts of interest (e.g., I am here to discuss my company's \_\_\_\_\_ curriculum, "Waiting is Best")  
\_\_\_\_\_
- Would you like to make any public comment?    YES    NO    UNSURE (circle one)

**Process During the Meeting:**

- Guests may observe the meeting but cannot participate in the meeting until the public comment portion (as written on agenda).
- The public comment portion will last for 15 minutes, and individuals will be given 2-3 minutes to make public comment (depending on how many people wish to speak).
- Guests are encouraged to comment on topic(s) discussed at the specific meeting.
- Guests are not voting members of the CVS SEAB.
- Guests are asked to hold questions and comments until the public comment portion of the meeting.
- Guests are asked to follow the group guidelines that have been established by the group (e.g., confidentiality) to ensure an environment that is safe, supportive, and conducive to collaborative work. CVS SEAB guidelines emphasize that members may not always

agree, but that the goal is to listen and to come to a group consensus that will support the health and wellbeing of CVS students.

### **Guidelines for Public Comment:**

- If guests are interested in making public comment, there will be an opportunity to do so during the last half hour of the meeting. Those opportunities will be clearly indicated on the written agenda.
- Guests will be asked to state their name, address, and child(ren) in the district for the public record and share their comments. Guests will have 3 minutes to speak.
- Committee members will not respond to individual public comments but will listen and they will be noted for the record.

### **Recordings**

- No recordings (ie. audio, video or digital) of SEAB proceedings, discussions or comments may be made.

## **MEETING PRESENTATION PROTOCOL**

If a member of the public has material to present to the Sex Education Advisory Board for consideration for use in Chippewa Valley Schools Health Classes, they must arrange their presentation at least 30 days in advance, so their presentation can be made part of the agenda for the SEAB. This allows SEAB to maintain their legal obligation of notifying members of the agenda at least 2 weeks prior to the meeting.

Presenters should provide any materials for 25 people. Presenters should also make themselves available for questions and clarifications after the presentation. After the presentation, SEAB members will discuss the materials presented and determine if they meet criteria for use. Presenters will be notified within 30 days of the SEAB group's decision.