

Cornerstone Montessori Elementary School **Public Comment Period at Board Meetings**

As a public school of choice, Cornerstone Montessori Elementary School (CMES) welcomes and values the contribution of all stakeholders - staff members, parents, students and community members – to fulfill our mission. To facilitate the involvement of our stakeholders the board of directors encourages stakeholders to utilize the public comment period at board meetings to share their ideas. The board has established the following procedure for the public comment period at board meetings to ensure that all voices have an equal opportunity to be heard, while respecting the rights of individuals, and recognizing the responsibilities of the board.

PROCEDURE:

1. The public comment period will be the first item on the board meeting agenda. The total time allotted for public comments will be a maximum of 10 minutes. Individuals are allotted a maximum of 3 minutes each. Other board business will begin immediately after the allotted time for public comments or earlier if there are fewer individuals wishing to make comments. Please refer to the agenda published on the CMES web site to confirm the date and start time for the board meeting.
2. If a situation arises where it's apparent that not everyone can be accommodated in the allotted public comment period, the board chair shall reduce the time allotted to each individual to 2 minutes. If a large group wishes to address one subject, they may be asked to coordinate amongst themselves in order to present their subject within a time allotted by the chair.
3. Individuals are encouraged to sign-up in advance of the meeting by e-mailing or calling the board chair or they may sign-up at the meeting, and the sign-up will end when the public comment period begins. The sign-up sheet requests a name, address, phone number, email address and the issue the individual is signing up to address.
4. For the benefit of the board secretary, individuals when addressing the board must indicate their name, connection to the school (parent, staff, community member) and the subject they are addressing noting if it is related to an agenda specific area (items being addressed on that meeting's formal agenda) or a non-agenda related topic.
5. Agenda specific items (items being addressed on that meeting's formal agenda) will be taken first, non-agenda specific comments will follow.
6. Individuals **MUST NOT** include names of school employees and/or titles, or names of students in their remarks for their own legal protection and the legal rights of staff or students. Issues related to school employees should be made in writing and submitted to the head of school in accordance with the *Communication Channels/Parent Grievance Procedures* of the Parent Handbook.
7. During the public comment period, board members will not ask questions of the individuals speaking. Except for items included on the published meeting agenda, the board will not take immediate action based upon comments made during the public comment period.
8. The official, published board meeting minutes will reflect comments made during the public comment period.