

EAST SIDE CHARTER SCHOOL

PROCEDURES FOR PUBLIC COMMENT AT BOARD MEETINGS

A. INITIATION OF REQUEST

1. Any parent of a student at East Side Charter School or any other member of the public desiring to make a presentation to the Board of Directors of the School should contact one of the Board's public liaisons - the teacher or the parent representative on the Board - by calling the School office at 302 762 5834. This initial contact should be made at least 7 days in advance of the meeting at which the applicant wishes to address the Board.

2. The Board's liaison will review the matter and propose a resolution which may involve not making a presentation to the Board. The proposed resolution may involve a referral of the matter to the appropriate Board Committee before consideration of a request to address the full Board. Matters which are not appropriate for consideration at a public Board meeting include discussions of competency or behavior of a particular employee or student. These matters should be dealt with pursuant to the School's Parent Grievance Procedures. The Board liaisons shall report to the Board on all requests to make presentations to the Board .

3. If the applicant is not satisfied with the resolution or recommendation of the Board's liaison, the applicant may submit a written request to the Chairman of the Board setting forth the general nature of, and the grounds for, making a presentation and stating why the resolution proposed by the Board's liaison is not satisfactory. The applicant shall also make known all parties who are to participate in the presentation. The Chairman will determine if the matter is appropriate for adding to the agenda for a meeting of the Board and will so notify the applicant.

B. PROCEDURE AT BOARD MEETING

1. The time set aside at Board meetings for public comment shall usually be at the beginning of the meeting and shall generally not last more than 15 minutes. Any one presentation shall generally be limited to 3 minutes.

2. Any person wishing to address the Board who has not given the advance notice described in Section A above, may request to address the Board by completing a form (available at the meeting) prior to the meeting which identifies all persons wishing to address a particular issue and the issues that the person(s) wish to address. The Chairman will determine if the matter is appropriate for adding to the agenda of the meeting. If the person has not gone through the advance notice procedures described in Section A above, the Chairman may refer the matter to the appropriate Board Committee before consideration of the request to address the full Board. In any event, in the case of any matter that has not been through the advance notice procedures described in Section A above, the Board is likely to take the matter under advisement, with a response not coming before the next regularly scheduled Board meeting.

3. The Secretary of the Board shall note in the minutes of the Board meeting the names of the parties appearing and the substance of their comments.

Revised January 29, 2018

4. The Board may continue, adjourn, or postpone a presentation for good cause. The Board may comment or take any action or not take any action with respect to a presentation as it deems appropriate.

Revised January 29, 2018

East Side Charter School of Wilmington, Inc.
Request to Make Public Comment at Board Meeting

Name: _____

Address: _____

Phone: _____

Email: _____

Issue to be addressed:

Describe previous discussions with School Administration, if applicable:
