



Harriet Tubman School of Science and Technology

Governing Board Meeting Protocol for Public Comment

Protocol for responding to concerns expressed in board meetings during public comment on non-agenda items

1. The Board Chair thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.
2. If appropriate, the Board Chair may make a brief statement about the issue.
3. The Board Chair will ask the School Leader/Executive Director if there is any comment from the administration.
4. The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.
5. If desired, the Board Chair may ask the School Leader/Executive Director to look into the issue and report back to the Board. The Board Chair will determine what form the report will take (for example, email or a formal written report).
6. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda.