

Dear Clarkstown Community Members:

As you review the agenda for tonight's meeting, please note the following information: Open Meetings Law requires that official business of all Boards of Education take place in public. In keeping with this requirement, the Clarkstown Central School District stresses that the purpose of our meetings is to transact the business of the Board and to inform the public of timely information about our district. During these meetings, we provide two opportunities for public comment:

- 1) Comments exclusively related to agenda items
- 2) Comments on matters addressing more general district concerns

Although state law does not require the Board to hold a public comment portion of the meeting, we have chosen to do so because we believe it is crucial to hear from our community about concerns and issues. [Policy 1230](#) offers guidance on public comment at board meetings. Our CCSD Policy 1230 prohibits any public discussion of individual district personnel or students during Board meetings. This includes students, parents, and staff members. Any concerns or comments about specific individuals should be directed to the Superintendent during regular business hours for a follow-up discussion. All speakers and observers must maintain a respectful and civil demeanor, avoiding any offensive or harmful language or behavior.

Anyone wishing to speak will be asked to provide their name and contact information on a sign in sheet provided by the District Clerk. This information will be used to contact the speaker, if necessary, and to determine the order in which people will be called to speak. Each speaker will have three minutes to make their presentation. You cannot cede your time to another speaker. A total of one hour will be allocated to public comments at each meeting. Once the public comment period begins, no new speaker sign-ups will be allowed for that period. If you have printed information/handouts that you would like to share, please give the paperwork to the district clerk who will distribute it to the board after the meeting.

Note: When board member(s) participate remotely, the community may also submit comments to the Board during a regular meeting. Community members will be provided with a zoom link to submit comments during the public comment periods. The meeting notice will provide the following email address for instructions for public comments from a remote location: districtclerk@ccsd.edu.

If someone is not able to participate during a board meeting, comments and concerns may be addressed to the Board by writing to the District Clerk at districtclerk@ccsd.edu, who will forward them.

We want our school board meetings to serve as an example to our students and community, demonstrating that members of our school board and residents can conduct business in a civil manner and demonstrate mutual respect for each another. In this spirit, we will insist that all speakers and members of the audience maintain civility and respect for any divergent views. We ask that speakers please address their comments to the board directly rather than the audience when discussing their topics of concern. We thank you for your cooperation in advancing the best interests of the Clarkstown Central School District.

Board of Education
Clarkstown Central School District