

# Urban Academy

Policy and Procedure:

## PUBLIC COMMENT PERIOD

Policy No.: 07.06

Originate: January 2015

Revised: December 2021

Adopted:

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### I. PURPOSE

As a public school of choice, Urban Academy Charter School welcomes and values the contribution of all stakeholders – staff members, parents, students and community members – in creating a learning environment so that our students can achieve their goals and aspirations. To facilitate the involvement of our stakeholders the Board encourages stakeholders to utilize the public comment period at board meetings to share their goals and dreams for Urban Academy Charter School. The Board has established the following procedures for the public comment process 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.

### II. PROCEDURES

1. Public comments will be allotted by the Board at the end of each Board agenda, prior to adjourning the meeting.
2. Individuals who have an interest in commenting will have to fill-out the form that address the following:
  - a. Name
  - b. Connection to the School
  - c. Address
  - d. Phone Number
  - e. Email Address
  - f. Issue the individual wants to address
3. Individuals will be allotted a maximum of **3 minutes**. If a situation arises where it is apparent that time will run short and 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 the subject, they may be asked to coordinate amongst themselves in order to present their subject within a time allotted by the chair.
4. 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 Board Chair and/or school administrator.

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5. The Board reserves the right to respond to the individual's questions or comments within 60 days, in writing.