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| Book | Draft Policies from NYSSBA |
| Section | 1000 |
| Title | PUBLIC COMMENT AT BOARD MEETINGS EXHIBIT |
| Code | 1230-E |
| Status | from NYSSBA |

Pre-Public Comment Period Script

Suggested Language for Board Presidents

NOTE: We have provided this sample script is provided to assist Board Presidents set expectations for the public comment section of board meetings. This script should be modified as necessary to reflect the board's adopted policy and to meet the needs of the Board and community.

Ladies and gentlemen, we are about to convene into the public comment period of our meeting. Although state law does not require us to hold a public comment period, we have chosen to do so because we believe it is crucial for us to hear from our community members about their concerns and issues.

Having said that, please note that the Board is here to listen. The public comment period is not designed to be a discussion. Accordingly, please do not expect the Board to respond to your concerns and questions tonight. This is because we take your concerns and questions seriously and want to have sufficient time to process and research issues if need be. We will, however, respond to your questions and concerns at a future meeting, or have the proper staff member get back to you at the appropriate time.

NOTE: Best practices dictate that if available, the district should provide the community members with an organization chart which denotes who should be contacted for different issues.

I also want to point out that under state and federal privacy laws, we are unable to entertain any comments or questions about school personnel. Please know, however, that we take personnel concerns very seriously. On these matters, we would ask you to go through the appropriate administrative channels.

NOTE: It is likely that members of the school community will always hold divergent views on issues impacting the schools. The tenor of these discussions can change over time. Conflicting viewpoints may become more heated, particularly during times of change.

Finally, we recognize that right now our nation and our community are polarized on a number of issues. That said, we want our school board meetings to serve as an example to our students that members of our school board and members of our community can deal with controversial issues in a civil manner and demonstrate mutual respect for one another. In that spirit, we will insist that all speakers and members of the audience maintain civility and respect for any divergent views that others possess. We ask that speakers please address their comments to the Board directly, rather than the audience. Speakers may address ***select or modify as appropriate***: only items pertinent to tonight's meeting agenda ***OR*** any district-related topic of concern. In the unlikely event the meeting becomes unruly, the Board will recess the meeting and return once order has been restored. Finally, I want to remind everyone that you may submit written comments to the Board in lieu of speaking during the public comment period, if you so choose.

The Board will now entertain public comments for ____ minutes. Each individual speaker is allotted ____ minutes. The individual time limits will be enforced so that as many members of the public who wish to speak may be allowed to do so.