



All Board of Education meetings required by law to be public shall be public and conform with the public notice requirements of the law. With the exception of December, which shall have only one scheduled meeting on the second Tuesday, regular meetings of the Board of Education shall be convened on the second and fourth Tuesdays of each month at 5:00 p.m. in the Board room on Bransford Avenue. Changes to regular meeting dates, time, location and/or special meetings and study sessions may be called by the chairperson or at the request of a majority of the members of the Board. Any records required to be made public by the Open Records Law shall be made available.

The Board welcomes and solicits public comment and input, which will take place after Communication From Mayor/Council. Any individual or delegate of an organization desiring to appear before the Board will make the request to the Director of Schools in writing three days in advance of such meeting. The Chairman has the discretion to add a supplement after this time for items on the current agenda. This notice shall include the following:

- Name(s) of speaker and organization (if appropriate)
- Nature of comments

The Director of Schools shall have the right to postpone, for one Board meeting, any person in order to resolve the issue administratively. Persons appearing before the Board will be limited to three minutes. However, longer comments are welcomed in a written format and will be distributed to all members of the Board and the Director of Schools.

In addition to the above, the following rules shall be followed when appearing before the Board:

1. All remarks shall be made to the Board as a body and not to a particular Board member.
2. No person shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Board.
3. No person shall be allowed to disrupt or interfere with the proceedings.

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***July 2004***

***Revision History***  
July 1964  
October 1998  
January 1999

***Review***  
Annually

4. Remarks shall end when the speaker's allotted time has expired.
5. Questions from Board members and/or the Director may be asked for clarification; however, no person shall be permitted to enter into any discussion either directly or through any member of the Board.

**Loss of Confidentiality**

While it is not the desire of the Board that any member of the public be discouraged from presenting his or her message to the Board, Board meetings are required by law to be open to the public; therefore, all information presented to the Board will be made public. The Director or his/her designee shall ensure and document that anyone requesting to appear is aware of this loss of confidentiality.