



POLICIES AND PROCEDURES

PROCEDURE: PUBLIC COMMENT PROCEDURES FOR BOARD MEETING

Procedure # PR2025

Monitoring: As Needed

Date Approved: 02/26/2025

I. PURPOSE AND SCOPE:

Spectrum Academy's Board of Directors appreciates your interest in sharing your thoughts at the monthly board meeting. Public comment is an important way for the community to engage with the board on school-related matters.

II. POLICY:

POLICY

1. N/A

PROCEDURES

1. How to Give Public Comment

- 1.1. **Sign-Up:** Individuals who wish to request time for public comment should email board@spectrumcharter.org at least one week before the scheduled Board meeting.
- 1.2. **Written Comments:** If you are unable to attend the meeting or prefer to submit your comments in writing, please email them to board@spectrumcharter.org. All written communications will be shared with Board members and administrative staff. Please include your city of residence, as a Board member may choose to respond personally.
- 1.3. **Mediated Materials:** If the materials are being mediated, please send them directly to the following Board members:
 - 1.3.1. **Amy Loertscher**
President / Audit Financial Committee - Board of Directors | aloertscher@spectrumcharter.org
 - 1.3.2. **Chris Norlem**
Vice President - Board of Directors | chris.norlem@spectrumcharter.org
 - 1.3.3. **Michelle Rankin**
Secretary - Board of Directors | michelle.rankin@spectrumcharter.org

GUIDELINES, RULES AND REGULATIONS

1. Public Comment Guidelines

- 1.1. **Time Limits:** Each speaker is allowed up to 3 minutes to present their comments. To ensure that all voices are heard, the Board may limit the number of speakers if time constraints exist.
- 1.2. **Content of Comments:**
- 1.3. Comments may express support or opposition to actions being considered by the Board.
- 1.4. We encourage constructive feedback supported by evidence or data that may help inform decision-making.
- 1.5. Personal attacks, complaints about specific personnel, or defamatory comments about individuals will not be permitted.
- 1.6. Complex or detailed comments: If you have a detailed or technical comment, please consider submitting a written outline to accompany your verbal remarks.

2. Respect and Professionalism:

- 2.1. Please keep your comments appropriate for a general audience, as children may be present.
- 2.2. Speakers are expected to maintain decorum and respect during their time. Any comments that involve personal attacks, complaints about specific personnel, or defamatory remarks will be immediately addressed. The individual making such comments may be reminded of the appropriate guidelines for public comment. If the issue persists, the individual may be asked to discontinue their comments and leave the public comment portion of the meeting.
- 2.3. **No Direct Responses:** The Board will listen to all public comments but will not engage in direct dialogue during the meeting. If follow-up is needed, Board members or staff may reach out to the speaker after the meeting.

3. Disclaimers

- 3.1. **Failure to Follow Guidelines:** Failure to adhere to the guidelines may result in restrictions, including termination of the speaker's time, removal from the meeting, or future limitations to written comments only.

4. Public Board Meetings

Individuals wishing to comment on specific agenda items during the public comment portion of the meeting should contact the following Board members:

- 4.1. Amy Loertscher
President / Audit Financial Committee - Board of Directors
aloertscher@spectrumcharter.org
- 4.2. Chris Norlem
Vice President - Board of Directors | chris.norlem@spectrumcharter.org
- 4.3. Michelle Rankin
Secretary - Board of Directors | michelle.rankin@spectrumcharter.org