TO: Harlem School District Stakeholders
FROM: Harlem School Board
RE: Public Comment

The Board of Education welcomes public comment as part of its regularly scheduled business meeting. Anyone who wishes to make a public comment regarding an agenda item needs to complete the Public Comment section on the back of this memo prior to the beginning of the meeting. The comment shall be submitted to the Board President or Board Recording Secretary before the meeting is called to order. Comments will be taken in the sequence in which they are submitted.

1. *Comments should be respectful and demonstrate consideration for others. <u>Comments regarding specific individuals are inappropriate</u>.*

2. *Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. There are to be **no** interruptions during a public comment being made to the Board. If there is disruption the individual may be ejected from the public meeting at the discretion of the Board President/Superintendent.*

3. *Each speaker will be allotted up to **three minutes** to present his or her comment.*

4. *Comments concerning the same subject matter will be narrowed to one spokesperson (first submitted comment) by the Board President to address the Board on the subject.*

5. *Please be aware that the Board of Education members will not respond to your comments or questions during the meeting. If necessary, the Superintendent or appropriate designee will contact you after the meeting to follow-up on the concern or question you brought forward.*

A classroom question or concern should be discussed with the classroom teacher. If the issue is not resolved at the classroom level, the issue may be brought to the attention of the appropriate school principal.

A school level question or concern should be discussed with the principal or the assistant principal. If the issue is not resolved at the school level, the issue may be brought to the attention of the Superintendent or appropriate Assistant Superintendent.