



## Public Comment Process at Prescott School District Board of Education Meetings

### Eligibility to Speak

The following individuals may speak during the public comment period, provided they complete the required public comment sign-in form:

- A parent, legal guardian, or person standing in loco parentis to a student enrolled in the Prescott School District
- An employee of the Prescott School District
- A resident of the Prescott School District

### Public Comment Sign-In Process

- A public comment sign-in sheet will be available **fifteen (15) minutes** prior to the start of the board meeting.
- Attendees wishing to speak must complete the sign-in form, including their name, address, relationship to the district, and, if applicable, the specific agenda item they intend to address.
- At the starting time of the meeting, a district staff member will collect the sign-in sheet and verify speaker eligibility.

### Time Limits and Agenda Placement

- A maximum of 30 minutes will be allocated for public comment prior to the start of the board meeting.
- Each speaker will be allotted up to 3 minutes. If more than 10 individuals sign up to speak, comments extending beyond the initial 30 minutes will be moved to the end of the meeting, unless the speaker is addressing an agenda item.
- Any speaker wishing to address a specific agenda item will be allowed to do so before the board votes on that item.

### Content Restrictions

- Public comment is permitted on matters within the Board's authority and responsibilities.
- However, individuals may **not** comment on agenda items involving student or personnel matters that pertain to disciplinary or employment actions, as such comments could prejudice the Board.
- Public comments that include slanderous remarks about school district employees or that would violate the Family Educational Rights and Privacy Act (FERPA) are strictly prohibited. Personally identifiable information, discussion of student educational records, or reference to student directory information is not permitted during the public comment period.

**Speakers who violate these guidelines will receive a single warning and be respectfully asked to redirect their remarks. Should the speaker continue in violation, the board president will end the speaker's time and move on to the next individual.**

### Board Member Response Protocol

Board members will not engage in dialogue or respond to public comment during the meeting. Comments requiring further review or board action will be noted and addressed either during relevant agenda items or considered for a future agenda, as appropriate.