**H. Review and Approve Public Comment Protocol**

Reviewing and updating or confirming our GO Team’s **Public Comment Protocol**. Public comment opportunities are available for GO Teams to hear from interested members of the community. From Section 3.4 of the GO Team Handbook:

• Opportunities for public comment **shall** be provided at least four (4) times in a school/fiscal year and noted on the GO Team’s webpage and meeting agenda;

• GO Team members will **not** provide responses or engage in direct conversation during public comment;

• Each GO Team will determine a consistent method for receiving public comments and for parents and other citizens to sign up to address the team;

• **At least 20 minutes** of time will be allotted for the public to make comments at meetings where public comment is permitted; and

• The public will receive at least 2 business days’ notice of the Public Comment Protocol.

Some tips for Public Comment Protocol (*from the GO Team Handbook*):

1. The GO Team is not required to schedule time for Public Comment at every meeting.

2. Public Comment should be scheduled for major action items (items that need a GO Team vote) that will require public input or need public buy-in.

3. Consider the schedule of the school community for those meetings that do allow Public Comment in order to give your community the chance to participate.

4. Set a specific time for your Public Comment period. For example, you could allot a 20-minute segment on the agenda for Public Comment and allow each member of the public to have 2 minutes to speak during that segment. At the end of the Public

Comment period, the Chair should close Public Comment and move on to the next agenda item.

5. Post a clear process for how individuals sign-up or indicate they wish to speak.

6. GO Team members should not respond during the Public Comment period. The Public Comment period is designed to gain input from the public – not for immediate responses by the GO Team to the public comment presented. The GO Team should listen attentively to all comments and take the summation of the comments into consideration when making decisions.

7. Remind the public that a scheduled Public Comment period on the agenda is not the only means for providing input. The GO Team should encourage the public to contact them via their APS email addresses. Emails sent to GO Team members about school concerns are also considered public comment. If there are urgent matters that need the GO Team’s attention, the school can organize Information Sessions or the GO Team can schedule separate Public Comment meetings to gather that information from stakeholders.

Go Team members voted to leave the Public Comment Protocol unchanged.