



Classical Charter School Association

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Guidelines for Public Comment at CCSA Board Meetings

To encourage and facilitate parent and community involvement in Classical School, each regular meeting of the Classical Charter School Association (CCSA) Board offers an opportunity for public comment as follows:

1. Anyone who wishes to address the Board must complete the attached Public Comment Card and submit it to the Board President prior to the start of the meeting. Cards may be submitted in person or by email to the address listed in the directory on the school website. No additional cards will be accepted once the meeting has begun.
2. During the Public Comment portion of each meeting, the Board President (or designee) will call on each audience member who submitted a Public Comment Card. Audience members requesting to address an item included in the current agenda will be called upon first, followed by those addressing topics not on the current agenda.
3. When called upon, please state your name and topic. All remarks should be addressed to the Board as a whole, not to any specific member(s) or to any person who is not a member of the Board.
4. If more than three individuals have organized to speak on the same topic, please designate a spokesperson to summarize the remarks.
5. Please limit your comments to three minutes. Additional time may be granted at the discretion of the Board President.
6. During the Public Comment portion of each meeting (normally not to exceed 20 minutes, subject to the discretion of the Board President), the Board and administration will listen to comments and ask clarifying questions if needed. The Board will not deliberate or take action regarding requests presented at this meeting. The Board President, upon determining a consensus of the Board, may delegate responsibility to the school's administration or designee to follow up with the speaker within a few days following the meeting.
7. Comments and interactions between Board members and the public are expected to be respectful, courteous, professional and civil. The Board President will be responsible for ensuring that interaction meets these standards and will disallow inappropriate interaction. The Board President or presiding officer has the authority to terminate the remarks of an individual that do not adhere to the established guidelines.
8. Speakers may not address criticism toward an individual district employee or student of Classical School. Please follow the AASD Complaint Procedure contained in the Classical School Family Handbook in situations involving individual employees or students.



CCSA Board Meeting Public Comment Card

Please complete the card below and return it to the CCSA Board President prior to the start of the meeting.
Thank you.

Name: _____

Address: _____

Phone Number: _____

Email: _____

Summary of Remarks: _____
