



# Board of Education

Cass School District 63

## Public Comment Procedures

The purpose of Board of Education meetings is to conduct the official business of the school district's legal entity. Public participation in the governance process of Cass School District 63 is welcome.

While sharing information with the Board of Education is welcomed, the recommended method of initial communication is to first bring questions or comments to the appropriate staff member, principal, or school district administrator either verbally or in writing.

If a question has not been addressed at the initial level, you should bring it to the next level (i.e., if you have a question involving a classroom activity and you and the teacher are not able to come to a resolution, you should direct your question to the respective Principal, then to the Superintendent and finally, if needed, to the Board of Education).

Board of Education meeting comment procedures are as follows:

- (a) Individuals are permitted to address the Board during "Public Comment" and are required to state full name and home address. Comments will be limited to two (2) minutes for each individual and the "Public Comment" section of the agenda will be limited to 20 minutes.
- (b) Please respect that this is not an opportunity to have an open discussion with the Board of Education, but an opportunity to share information.
- (c) This is also not a forum to express concerns about individual personnel. These types of comments should be directed to the individual, respective Principal and/or Superintendent.
- (d) Public participation may also take place following Board discussion of agenda items at the discretion of the Board President. These comments will also be limited to two (2) minutes per individual and six (6) minutes per agenda item.

Questions regarding these procedures should be directed to Mr. Mark Cross, Superintendent of Schools, Cass School District 63, at 331-481-4000 or [MCross@CassD63.org](mailto:MCross@CassD63.org).