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## MEMORANDUM

To: Members of the Saint Theresa School Board

From: Dr. Pat Woods, Principal; Father Jonathan Sawicki, Pastor; Jeffrey Gelburd, Chairperson

Date: November 9, 2023

Subject: Public comment

The Catholic school advisory board operates under the Catholic Church's Code of Canon law. The Saint Theresa School Board, as an advisory only board was formed to assist and formulate recommendations to the school Principal and the designated school Pastor when considering the educational options that are offered, the maintenance and physical condition of the school, and to consider school policies and procedures, along with the potential allocation of the budget dollars for any of the items listed. The school Principal and school Pastor after careful consideration of these recommendations, have the ability to accept or reject the recommendations of the board.

### **Guidelines for public comment:**

Only parents or guardians of currently registered students may participate in public comment during the designated time during the school board meeting.

- Parents / guardians wishing to speak at a school board meeting are required to inform the Pastor, Principal, or Chairperson of the Board in writing of the matters of concern, seven (7) days prior to the scheduled meeting date.
- All public comments will be at the end of the items listed on the meeting agenda.
- No more than five (5) minutes will be allowed for each parent / guardian to address the board.
- All comments will be directed to the board chairperson only, not to any other board member.
  - ❖ The public comment time is not a question-and-answer period or an opportunity for debate.
  - ❖ Comments may not address issues concerning any staff member, students, or your own child's specific matters.

- Parents / guardians wishing to address the board will state their:
  - ❖ Full name
  - ❖ Grade of their student(s) – no student names should be stated.
  - ❖ Topic of concern
- The school Principal and school Pastor will consider the comments offered by the parent /guardian and will either:
  - ❖ Respond to the parent / guardian individually within five (5) days.
  - ❖ Place the item of concern on a future board agenda.
  - ❖ Comments, observations, or critiques may only be offered in a spirit of Christian charity.
- The board chairperson may:
  - ❖ Interrupt or terminate the parent / guardian if the allotted time has elapsed, or the item of concern is not appropriate for a board meeting and is better discussed with the Principal or Pastor on an individual basis.
  - ❖ The board chairperson may request a parent / guardian to end their comments or to leave the meeting if the parent / guardian's comments or conduct interferes with the orderly progression of the meeting.