

Subject: Process and Protocols for Speaking at Charter School Board Meetings Under the Sunshine Act

Process for Speaking at a Charter School Board Meeting:

1. 24-Hour Notice Requirement:

In order to speak at a board meeting, you are required to provide a minimum of 24 hours' notice before the scheduled meeting. This allows the board to prepare and ensure that everyone who wishes to speak has a chance to be heard. The meeting agenda and dates are typically posted on the school's website, and we encourage you to review them ahead of time.

2. Submission of Written Comments:

Along with the 24-hour notice, you must submit a written statement of the comments or topic you wish to address. This written statement will be provided to board members ahead of the meeting and will be added to the official record. It ensures that your concerns or feedback are clearly communicated and allows the board to review any relevant information prior to the meeting.

3. Comment Guidelines:

- All comments must relate to school operations, student success, or governance.
- Each speaker will be allotted a maximum of **three minutes** to speak. This time limit ensures that everyone who wishes to participate has the opportunity to do so.
- Please refrain from discussing confidential student matters, personnel issues, or other topics that are protected under privacy laws. These matters should be addressed through appropriate channels and not during the public comment portion of a meeting.

4. Submitting Requests to Speak:

- To notify the board of your intent to speak, please send an email to aclark@westinghousearts.org at least 24 hours before the meeting. Your email should include your name, the subject you intend to address, and the written statement of your comments.
- If you have any questions about the process or need assistance, please contact Dr. Anne Clark aclark@westinghousearts.org or 717-818-7680

Your voice is important to us, and we value the perspectives of our school community. Adhering to these protocols will ensure a smooth and productive meeting that allows everyone an opportunity to participate within the guidelines of the Sunshine Act.

Thank you for your cooperation, and we look forward to your engagement in helping us continue to improve and grow our school. We will be taking applications for one parent to join the board, if interested please complete Google Form:<https://forms.gle/G6MuXTXYgCzXJ1df8>

Sincerely,

Dr. Anne Clark

Interim CSA/Lead Consultant

Westinghouse Academy Arts Charter School