



## Sample Public Comment Scripts

The following are sample scripts for you to use to open Principal Advisory Council meetings. We encourage you to use and adjust the sample scripts as appropriate for your specific school and meeting.

### **Principal Advisory Council Script for Meeting with No Public Comment**

Good Morning/Afternoon:

This is the January meeting of the <Insert School Name> Principal Advisory Council. The Council welcomes and encourages citizens to attend its meetings to better understand the strategic goals and initiatives of <Insert School Name> and the role of the Principal Advisory Council. This meeting is open to the public. Citizens are welcome to attend the meeting, but must refrain from interrupting the Council proceedings. Questions or comments may be shared with the Council by contacting one or more Council members after this meeting or by planning to speak at an upcoming meeting that reserves time for public comment. You can find Council contact information and meeting dates and agendas on the Principal Advisory Council page of the <Insert School Name> website.

### **Principal Advisory Council Script for Meeting with Public Comment**

Good Morning/Afternoon:

This is the January meeting of the <Insert School Name> Principal Advisory Council. The Council welcomes and encourages citizens to attend its meetings to better understand the strategic goals and initiatives of <Insert School Name> and the role of the Principal Advisory Council. This meeting is open to the public. Citizens are welcome to attend the meeting, but must refrain from interrupting the Council proceedings.

For those attendees wishing to provide comment, there is time allotted on the agenda from <Insert Time>. A sign-up sheet is located near the door. Each member of the public will have 2 minutes to speak, at which time, we will ask you to have a seat to allow others to speak. The public comment period is designed to gain input from the public and not for immediate responses by the Council to the question or comment presented. At the end of the 20 minutes we will close public comment and move on to the next agenda item. Questions or comments may also be shared with the Council by contacting one or more Council members after this meeting. You can find Council member contact information and meeting dates and agendas on the Principal Advisory Council page of the <insert School Name> website.

## Public Comment Tips

The meetings of the Principal Advisory Council are open to the public. School and community stakeholders are welcome to attend Principal Advisory Council meetings to remain abreast of the work of the Council, but they can only participate in the meeting during the scheduled periods for public comment. Principal Advisory Councils are encouraged to reserve time for public comment at some of their meetings and visibly indicate on the agenda if public comment will be allowed. Here are some tips for public comment:

1. The Principal Advisory Council is not required to schedule time for public comment at every meeting. Public comment should be scheduled for major action items (items that need a Principal Advisory Council vote) that will require public input or need public buy-in. Councils should determine their meeting schedules for the year and decide which meetings will allow public comment (i.e.--the Council could decide to have public comment once a quarter or once a semester, etc.).
2. 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. This will help the Council determine whether to place time for public comment at the beginning of the agenda or at the end.
3. 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.
4. Principal Advisory Council 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 Council to the public comment presented. The Council should listen attentively to all comment and take the summation of the comment into consideration when making decisions.
5. Remind the public that a scheduled public comment period on the agenda is not the only means for providing input. The Principal Advisory Council should encourage the public to contact them via the email address linked on the district-provided Principal Advisory Council webpage. Emails sent to Council members about school-related issues are also considered public comment. If there are urgent matters that need the Council's attention, an ad hoc committee of the Council may organize information sessions or separate public comment meetings to gather that information from stakeholders and share with the full Council.