

Meeting Checklist

Public Comment Tips

- A. The GO Team meetings are open to the public. School and community stakeholders are welcome to attend the meetings to remain abreast of the work of the GO Team, but they may only participate in the meeting during the scheduled periods for Public Comment.
- B. GO Teams are required to reserve time for Public Comment at least 4 of their meetings and must visibly indicate on the agenda if Public Comment will be allowed. Here are some tips for Public Comment:
 - 1. The GO Team is not required to schedule time for Public Comment at every meeting.
 - 2. Public Comment should be scheduled for major action items (items that need a GO Team vote) that will require public input or need public buy-in (ex. An SBS proposal requires Public Comment).
 - 3. GO Teams should determine their meeting schedules for the year and decide which meetings will allow Public Comment.
 - 4. 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 GO Team determine whether to place time for Public Comment at the beginning of the agenda or at the end.
 - 5. 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.
 - 6. GO Team 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 GO Team to the public comment presented. The GO Team should listen attentively to all comment and take the summation of the comment into consideration when making decisions.
 - 7. Remind the public that a scheduled Public Comment period on the agenda is not the only means for providing input. The GO Team should encourage the public to contact them via their APS email addresses. Emails sent to GO Team members about school concerns are also considered public comment. If there are urgent matters that need the GO Team’s attention, the Family Engagement & Communication Committee can organize Information Sessions or separate Public Comment meetings to gather that information from stakeholders and share with the full GO Team.