

Approved: June 2016

Las Américas ASPIRA Academy Board of Directors hold monthly meetings which are open to the public and are regularly held at the school (326 RUTHAR DRIVE, NEWARK, DE) on the fourth Thursday of each month starting at 6:00 PM¹. Meetings are open to the public under Delaware law so that the public can observe the decisions made by the board. However, community members are welcomed and encouraged to offer brief comments at the beginning of these meetings. Public comments are not limited to board discussion topics listed on the agenda, which is routinely posted in advance of a meeting on the school's website.²

There are several things to keep in mind when offering a public comment:

- Audio recordings are required to be made of the meetings and these recordings will be posted on the school's website. By speaking at the meeting, you acknowledge and agree to be recorded.
- We are required to post meeting minutes (i.e. notes describing what occurred at a meeting) on the school's website. To ensure accurate minutes, we ask that you provide your name, city or town of residence, and the subject of your comments. A sign-in sheet will be available at the meeting for this purpose.
- To ensure fairness and efficiency, each speaker must limit remarks to three minutes or less.³ Speakers are encouraged to be concise and have the option of reading written comments into the record as a way of delivering desired input within the individual allotted time. Hard copies of written statements or letters that have not been properly read into the record will not be accepted. Additionally, while the Board welcomes diverse perspectives on school matters, it may choose not to hear excessively redundant public comments on the same topic in the interest of carrying out Board agenda business in a timely and orderly way.
- Because the board only acts as a group after thoughtful consideration of any issue, it is impossible for the board to provide immediate answers or comments on issues first brought to the attention of the board during public comments.
- Public comments must be made by a person physically attending the meeting. No comments will be taken via electronic means. You may have someone read a comment into the record on your behalf.
- No personal attacks or use of indecent language will be tolerated. Any person who is willfully and seriously disruptive will be removed from the meeting pursuant to 29 Del. C. §10004(d).

¹ Occasionally meetings begin with executive sessions which are NOT open to the public. However, the public is welcomed to attend prior to the executive session beginning to observe the initiation of the executive session. (See calendar of events for specific times - http://www.aspiracademy.org/apps/pages/index.jsp?uREC_ID=255728&type=d&pREC_ID=584114)

² The agenda is subject to change up to the day of the meeting. Please check for updates on day of scheduled meeting. Board meeting agendas can be viewed electronically at -- http://www.aspiracademy.org/apps/pages/index.jsp?uREC_ID=255728&type=d&pREC_ID=584117&afterText=true&dir=Agendas/FY%202016&includePage=%2Fpages_inc%2Fboard_documents.jsp) and will be provided as hard copies at each meeting.

³ Translation services for comments delivered in Spanish available upon request. Speaker should provide copy of written comments to be translated.

Your comments are important to us:

The public comment period represents an important opportunity for people to share perspectives and have their voices heard on school matters. Board members pledge to listen carefully and respond thoughtfully in a timely fashion as deemed necessary and appropriate. The board is currently exploring additional venues for the public to communicate with the board and school staff in a less formal setting.

Board members understand and share the belief that reasonable people with constructive input to offer have a legitimate desire to be heard and to understand the "what" and "why" of school developments. Whether parent, guardian, teacher, school administrator, or volunteer board member-- we all share a common commitment to making student learning and growth at Las Américas ASPIRA Academy the best it can be.