

**COMMITTEE OF THE BOARD
MEETING MINUTES
FEBRUARY 27, 2007**

PRESENT: Board of Education: Elona Street-Stewart, Kazoua Kong-Thao, John Brodrick, Tom Conlon, Al Oertwig, Anne Carroll, Tom Goldstein

Staff: Meria Carstarphen, Deb Henton, Christine Wroblewski, Lois Rockney, Jeremiah Ellis, Tom Watkins, Hitesh Haria, Marilyn Polsfuss

Other: Doug Belden

I. CALL TO ORDER

Chair Kong-Thao called the meeting to order at 4:43 p.m.

II. AGENDA

The Chair indicated the only subject on the agenda was consideration of the revisions to Public Comment. She stated "public engagement" is being worked on and will be brought to the Board at a later time.

A review of the current process was made. The proposed new process and forms were presented and explained. Various permutations of the forms and process were discussed in depth, particularly groups and the definition of groups. Points brought up included:

- The instructions on the Sign-In Form should be taken off or abbreviated to allow more space on the form
- The Sign-In Log is for use during the Board meeting to organize and call upon individuals for public comment
- The Sign-In Form is for the benefit of administration so they can follow-up after the meeting, if necessary
- Like subjects should be grouped together
- It is important that individuals have a "take away" (The Guidelines)
- Control of inappropriate comments is an issue and needs to be addressed
- A suggestion was made that each person get 3 minutes and groups be eliminated
- It was suggested the Guidelines be laminated and put at the speaker station as a reminder of protocols
- The Guidelines need to be translated into multiple languages
- The location for sign-in worked well at the tables by the door, better than at the front of the room
- Changes should be posted on the website

MOTION: Ms. Street-Stewart moved that the following changes be made to public comment: there be a revised verbal statement which will be read at the beginning of public comment, there will be a Sign-In Form, a Sign-In Log and a Guidelines Sheet which will be distributed to every person doing public comment. Each PERSON will be given 3 minutes to make their statement. The motion was seconded by Mr. Brodrick.

Motion Passed.

Follow-up comments included:

- The 3 minutes per person should be adequate to give everyone a chance to voice their comment/concern and doesn't constrain the presentation of issues
- If a number of people share a concern and organize, it will provide a chance to present their issue in depth
- Grouping by subject, when possible, will make for a more consistent format & presentation
- The chair must be prepared to intervene when speakers stray into sensitive or inappropriate areas

Administration asked for clarification on what Board expectations were:

- Each PERSON will receive 3 minutes to present their concern
- Speakers will be organized around topic, when possible
- The Guidelines will be laminated and placed at the speakers podium (also in translation)
- The Guideline Sheet will include key information with the reference to employees, etc. in bold, early in the statement
- The Guideline Sheet is to be translated into Hmong, Somali and Spanish
- Changes are to be posted to the website
- The Sign-In Form does not need to have the Guidelines on it (unless they are on the back) thus allowing more space on the form
- All references to "groups" are to be removed from all statements, forms.
- Staff is to develop the forms and have them available for the March 20 BOE meeting

The discussion then moved to clarification of the "purpose" of public comment in order that everyone was operating off the same definition. Following discussion it was agreed that the statement from the opening remarks adequately defined the Board's definition of the purpose of public comment; this being: it is an opportunity for the public to address the Board of Education regarding issues they wish to comment on or bring to the Board's attention.

III. **ADJOURNMENT**

Mr. Conlon moved the meeting adjourn, seconded by Mr. Goldstein. Motion passed.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,
Marilyn Polsfuss
Assistant Clerk