

# Northwood Academy Public Comment at Board Meetings Policy

*Adopted: November 17, 2014*

*Revised: January 10, 2020*

The Northwood Academy Charter School Board of Directors recognizes the value, to school governance, of public comment on matters facing the school.

In order to permit fair and orderly expression of such comment, the Board will provide up to a thirty (30) minute period for public participation on each of its public meeting agendas. Public comment may be on any topic related to the operation of the charter school. Please note, to be placed on the public section of the agenda, a written request must be addressed to the Board of Directors and hand delivered to the front office or sent via U.S. Mail to 4621 Castor Avenue, Philadelphia, PA 19124 or emailed to [publiccomment@northwoodcs.org](mailto:publiccomment@northwoodcs.org). Requests must be received at least three (3) working days prior to the scheduled meeting.

- The request must include all of the following information or it will be denied:
- The speaker's name
- What, if any, group or persons the speaker represents
- What, if any, relation the speaker or represented group has with Northwood
- The topic or matter that will be addressed

Time allotted to individuals will be limited to three (3) minutes. However, additional written information may be presented to and considered by the Board.

Should you miss your designated place on the agenda, you will need to resubmit your request for a future meeting. No one may make the presentation on your behalf. Board members and administrators will not respond to public comment during the comment period.