

# Public Be Heard

## Rules for Public Be Heard at Board of Education Meetings

- Speakers must use the microphone so that comments may be picked up on the official recording of the meeting.
- Each speaker will be requested to identify his/herself for the official record and so that a response can be forwarded after the meeting, if desired.
- Speakers are free to provide the District Clerk with a written summary of comments.
- Please do not mention any employee by name. Specific personnel issues cannot be discussed in public.
- Speakers may be given a time limit of 3 minutes.
- The Board may respond to comments in the subsequent meeting if able, and may also direct the Superintendent to gather information for a future response, when appropriate.
- It is helpful for individuals to sign up to speak at Public Be Heard prior to the meeting by calling the District Clerk at (845) 657-6383 ext. 1010 or emailing [districtclerk@onteorak12.ny.us](mailto:districtclerk@onteorak12.ny.us).

## How Can I Be Heard if I Do Not Like Speaking in Public?

If you have a comment or question for the Board, but don't feel comfortable speaking in public, please feel free to email the Board at <mailto:onteoraboe@onteorak12.ny.us>

Written communication directed to the Board may also be mailed to the District Clerk at:  
ATT: District Clerk  
Onteora Central School District  
Board of Education  
PO Box 300  
Boiceville, NY 12412

## **Policy 1512 PUBLIC BE HEARD: REGULAR BOARD MEETINGS/WORKSHOP SESSIONS**

All meetings of the Board of Education where members meet to conduct public business are meetings which are subject to the Open Meetings Law. The public will be given an opportunity to address the Board at the beginning of the regular business meeting.

Any individual addressing the Board of Education will be asked to give his/her name at the outset of their comments. Time limits may be set by the Board, if necessary.

The following statement of rules will be read by the President of the Board prior to the opening of a public session:

"The Board of Education cannot discuss individual student or personnel matters in open session. People wishing to express individual concerns can bring them to the President's attention, or to the Superintendent's during the break."

No action will be taken by the Board of Education at the same meeting on requests from the public which may necessitate either a new policy or a change in existing policy. It is requested that such requests be submitted in writing and preferably at least one (1) week prior to Regular Board Meetings.

The purpose of a Board Workshop Session is to discuss some aspect of the governance of the school program.

Education Law Section 1708