

Public Participation at School Board Meetings

[Policy 903](#) governs Public Participation at West Chester Area School Board Meetings.

Public meetings are held at the Spellman Education Center, 782 Springdale Drive, Exton, PA. Members of the public may attend the meetings in person. Attendees must adhere to WCASD's health and safety guidelines.

Meetings will also be livestreamed on the District's You Tube channel.

Public Comments during Monthly Board Meetings

There are two designated public comment times:

- There is a public comment section at the beginning of the meeting for agenda items only (VI. Public Comments on Agenda Items). These are comments on agenda items the board is voting on during the meeting.
- There is a public comment section (XI. Comments from Residents) at the end of the meeting for any non-agenda items.
- [The School Board Meeting Agenda Packet](#) is posted on the website prior to the scheduled meeting (typically, 48 hours prior).

Procedural Guidelines

- Individuals wishing to participate shall sign in at the beginning of the meeting and shall include the name and address of the participant and topic to be addressed.
- The board requires participants to be residents or taxpayers of the district or:
 - Anyone having registered a legitimate interest in a contemplated action of the Board
 - Anyone representing a group in the school district.
 - Any representative of a firm eligible to bid on materials or services solicited by the Board.
 - Any district employee.
 - Any district student.
- Each speaker must limit comments to two (2) minutes or less.
- Comments shall be directed to the entire board. No participant may address or question individual board members.
- Please remember that public comments at meetings are not question and answer sessions. If you have specific questions, please email the appropriate administrator or contact the board secretary if your question is for the school board.

Public Comments during Committee Meetings or Work Sessions

There will be a public comment period at the end of each meeting on agenda items only. A community member will be called upon by the Committee Chair. If the comment can be answered quickly, or can be answered in order to clarify information, someone will respond. If a community member has a more detailed question about a topic, the committee chair may refer the person to the superintendent or appropriate administrator to make an appointment so the question can be answered in more detail.