

## Public Participation at School Board Meetings

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

Public meetings are scheduled to be held in the Spellman Education Center, 782 Springdale Drive, Exton, PA but may be held virtually if necessary. Any changes to meeting schedules or locations are advertised in accordance with Pennsylvania law and posted on the district website.

Attendees must adhere to the current WCASD health and safety guidelines.

Meetings are livestreamed on the District's YouTube channel.

### Procedural Guidelines for Public Comment

- **In person meetings:** Individuals wishing to participate shall sign in prior to the designated start of the meeting and shall include the name and address of the participant and topic to be addressed.
- **Virtual meetings:** Residents wishing to make public comment must register for both the Zoom webinar and on the google comment sheet. Registration will open once the packet is posted on the website. Both the Zoom webinar and the google comment sheet will close at 12 noon on the day of the meeting.
- The board requires participants to be residents or taxpayers of the district or: 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, or any district student.
- Each speaker must limit comments to three (3) minutes or less. A three-minute timer will begin after the speaker gives their name and township/borough.
- The board asks that all commentary be directed to the Board as a whole.
- Please remember that public comments at meetings are not question and answer sessions.

### 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 (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 at the end of the meeting (Public Comments on Non-Agenda Items). Comments are made after voting has been completed.
- [The School Board Meeting Agenda Packet](#) is posted on the website prior to the scheduled meeting (24 hours prior).

### Public Comments during Committee Meetings or Work Sessions

Public comments on agenda items only will be taken at the beginning of the meeting prior to voting. The Committee Chair or designee will call residents in the order in which they registered. [The Committee Meeting Agenda Packet](#) is posted on the website prior to the scheduled meeting (24 hours prior).