

CERTIFICATION OF RESOLUTION
PUBLIC PARTICIPATION & PUBLIC COMMENT POLICY

Clarksburg Classical Academy
(A West Virginia Non-Profit Corporation)

The Governing Board (the "Board") of Clarksburg Classical Academy (the "School"), a non-profit corporation organized under the laws of the State of West Virginia, hereby acknowledges and resolves as follows:

IT IS HEREBY ACKNOWLEDGED that the meetings of the Governing Board will be open meetings and members of the public are welcome to attend these meetings in accordance with the West Virginia Open Meetings Act (WV Code 6-9A, et seq.) once said section becomes applicable to the Corporation:

IT IS FURTHER ACKNOWLEDGED that active engagement of the public is beneficial to the school. Active engagement can take the form of public comment at Board meetings, and that reasonable limitations to public commentary are within the governance of the Board; including the submission of one Request to Speak form per participant per meeting, and a time limitation of not more than three (3) minutes per public comment request. Commentary time may be shortened at the chair's discretion if there are numerous requests to speak.

IT IS HEREBY RESOLVED that the Board of Directors shall adopt the Public Participation & Public Comment Policy (Exhibit A) and the Request to Speak Form (Exhibit B) attached hereto and incorporated herein as if restated in its entirety to apply to meetings of the Corporation subject to the West Virginia Open Meetings Act.

IT IS FURTHER RESOLVED that the Chair is authorized and directed to take any and all actions to effectuate the purpose of this resolution and that the Educational Service Provider is directed to post this policy on the School's website and make the Policy and Form available via download from the website or at the School office.

APPROVAL AND ADOPTION

Motion to adopt the Public Participation & Public Comment Policy (with/without) amendment(s), Moved by Walker, Seconded by Sigley.

Board Member Name	AYE	NAY	OTHER (Abstain, Not Present, etc.)
Douglas Peters			<u>Not Present</u>
Christopher Sigley	<u>X</u>		
Christopher Walker, Chair	<u>S</u>		

Duly adopted on this 8th day of December, 2023.

Christopher Walker
Christopher Walker (Dec 10, 2023 14:13 EST)

Christopher Walker, Chair
 Clarksburg Classical Academy

Exhibit A

Clarksburg Classical Academy

PUBLIC PARTICIPATION & PUBLIC COMMENT POLICY

Oral communications from persons other than members of the Governing Board ("Board") of Clarksburg Classical Academy ("School") on matters before the Board or of interest to the Board shall be encouraged, within reasonable limitations. The Board, while under no obligation to provide for public comment at its meetings, may place on its Agenda for any regular meetings an item for "Delegations." Those wishing to address the Board shall be received at regular Board meetings subject to the following procedures:

1. A Request to Speak Form along with this Policy shall be available at each Board meeting, on the School's website, and at the School office. The form shall provide for the person's name, address, the organization the person represents, and the item(s) on which the person requests to speak.
2. A Request to Speak Form shall be submitted to the Secretary or any Board member prior to the convening of the Board meeting. The Secretary shall organize the requests in chronological order as received. The public may speak during the "Delegations" portion of the meeting.
3. The "Delegations" portion of the meeting shall be limited to 30 minutes, which may be extended at the chair's discretion. Unless otherwise permitted by the chair and agreed to by the Board, no person shall speak for more than three minutes and, at the prerogative of the chair, may be limited to one topic per meeting.
4. Unless otherwise permitted by the chair and agreed to by the Board, no more than three persons shall be permitted to speak on any single issue.
5. Any questions or suggested solutions pertaining to the quality of education in the School or other problems, which have not been resolved, shall be welcomed by the Board.
6. Matters currently under negotiation or litigation will not be discussed in public. Matters related to personnel or involving personally identifiable student information should be addressed in executive session.
7. No person, so speaking, shall make any reference to personalities, shall make derogatory statements concerning any individual or organization, or shall act in a disorderly manner. Further, the speaker may not deviate from the topic included on the Request to Speak Form. Any violation of this paragraph shall subject the speaker to immediate forfeiture of the floor and continued violation of this paragraph shall subject the speaker to expulsion from the meeting.
8. Recording equipment may be used in its ordinary manner and pursuant to WV Code 6-9A-9(b). However, any recording equipment should be silent, unobtrusive, self-contained, self-powered and not interfere with the ability of others present to hear, see, and participate in the proceedings. Persons recording all or portions of a Board or committee meeting should inform the chair prior to doing so.
9. "Delegations" are not a period of question and answer; speakers may only address the entire Board and may not ask questions of any individual Board member or School staff. The Board may respond immediately following a speaker, but it will keep comments on matters not on the Agenda limited to logistical matters and not deliberate on the matter raised. Some issues require research before an appropriate response can be made. If a full

Exhibit B

REQUEST TO SPEAK FORM

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Organization: _____

Subject matter you wish to speak about: _____

I acknowledge that I have read the Eastern Panhandle Preparatory Academy's Public Participation Policy and I agree to abide by the rules and procedures outlined therein.

Signature

This form is to be submitted to the Secretary of the Board or to any Board member prior to the convening of the Board meeting.