Public Comment-Communication Request

Name: _____

Contact Information (Phone or Email): _____

Committee Meeting Date: _____

Subject matter of topic on which you propose to speak

Please try to be as specific as possible on the topic you will be addressing with the Committee. For example, "*Impact of new special education regulations on the number of students in the classroom*," is better than "*Special education regulations*." The Committee is asking for this information so that it can respond meaningfully to your public comment/communication – either at the meeting or within a reasonable time after.

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Guidelines

- The maximum amount of time that the Committee shall devote to a single public comment at the meeting itself, including any response, is ten (10) minutes. Please plan to limit your comments to no more than five (5) minutes.
- Speakers are to address questions and remarks to the Chair. If a response is warranted, then the Chair will direct the comment or question to another Committee member or the Superintendent or member of his/her staff.
- Speakers must maintain a courteous and civil tone at all times.

***NOTE: You must submit your request to the Office of the Superintendent by no later than the Wednesday preceding the Committee meeting date on which you would like to make public comment, in order to be heard on the date requested. Please direct to: Patricia Iannelli, Adm. Assistant to the Superintendent, East Providence School Department, East Providence, Rhode Island 02915-3295, (401) 433-6222, or piannelli@epschoolsri.com. The item will be included on the Committee agenda and published with the agenda, under the section entitled "Public Comment-Communications."**