

## Mississippi Charter School Authorizer Board

### 2014 Public Hearing Protocol

**Purpose:** The hearing will provide an opportunity for the public to learn more about and to provide input on each application. The public forum is independent of the application process. Applicants will be given notice of at least five business days before the scheduled public forum date.

**Dates:** May 20-22, 2014

**Who Attends (Applicant):** Applicants are required to attend. At least one member of the applicant team should be prepared to deliver an oral presentation. Applicants should also feel welcome to bring other supporters who are not directly involved in the application process (community orgs, faith based orgs, potential parents, local elected officials, etc.)

**Who Attends (Public):** Public fora are opportunities for the public to learn more about and to provide input on each application. Public opinion from individuals and groups who are potentially impacted by the charter school operating in their neighborhood is of particular interest to the Board.

**Who Attends (Board):** One member of the Board's RFP Committee will attend as well as the Board Chairman who will serve as the moderator. Additional staff will be present at each forum to help with sign-in and crowd management.

**Time:** Evenings with start time of 5:30 PM and ending around 7:00 PM

**Where:** Columbus, Jackson, Natchez

**Recording:** A court reporter will be capturing applicant presentations and public comments

**Format:**

**Board Chairman Opening Remarks (5 minutes)**

- Welcome
- Purpose of the Board/overview of RFP process
- Purpose of forum is to provide an opportunity for the public to learn more about and to provide input on each application
- Court reporter present and taking verbatim notes on applicant presentation and public comments, all speakers need to state and spell their name for the record
- Ground rules for forum (structure) to ensure decorum and civility
- Chairman serves as the official timekeeper

**Applicant Presentation (10 minutes)**

- Introduce themselves and acknowledge any other supporter or founding members present
- Present an overview of the school (oral presentations only, no handouts)
- Highlight any unique features of the school
- Description of location and facilities
- Fiscal overview
- Discuss any community support for the school

**Public Comment (60 minutes)**

- Individuals interested in giving verbal comment should sign in before the meeting starts.
- After opening remarks from the Board Chairman, any others interested will be given the opportunity to sign-up. Once the applicant begins its presentation, no additional sign-ups will be allowed.
- Each individual who signs up to comment will be allotted 5 minutes for public comment (until the 60 minutes of public testimony expires). Each individual is only allowed one time slot. The Board Chairman reserves the right to alter the allotted time as necessary.
- Individuals and groups interested in providing comments on an applicant, but were unable or unwilling to provide verbal comments, can submit written comments to the Board. Written comments will be accepted through Friday, May 23 by 5:00 PM. Individuals and groups can submit their written comments to the Board by hand delivering at a public forum or mailing their comments to:

Mississippi Charter School Authorizer Board  
3825 Ridgewood Road  
Jackson, MS 39211  
[charterschools@mississippi.edu](mailto:charterschools@mississippi.edu)

**Applicant Closing Remarks (5 minutes)**