

OUTLINE FOR PUBLIC FORUMS

Purpose (WAC 108-20-050)

The public forum will provide an opportunity for the applicant to engage directly with the Commission and for the public to learn more about and to provide input on each application. The public forum is independent of the application process and may be used to evaluate the applicant. Applicants will be given a notice of at least five business days before the scheduled public forum date.

Who Attends (Applicant)

By statute, applicants are required to attend. Founding members should be encouraged to attend. At least one member of the applicant team should be prepared to deliver a short presentation regarding the mission and vision of the school as well as the school's goals. Applicants are welcome to bring other supporters who are not directly involved in the application process (community organizations, faith based organizations, potential families, local elected officials).

Who Attends (Public)

By statute, public forums 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 or school feeder pattern is of particular interest to the Commission.

Who Attends (Commissioners)

At least three and no more than five Commissioners will be present at each forum. Additionally, Commission staff will be present at each forum to help with sign-in and crowd management.

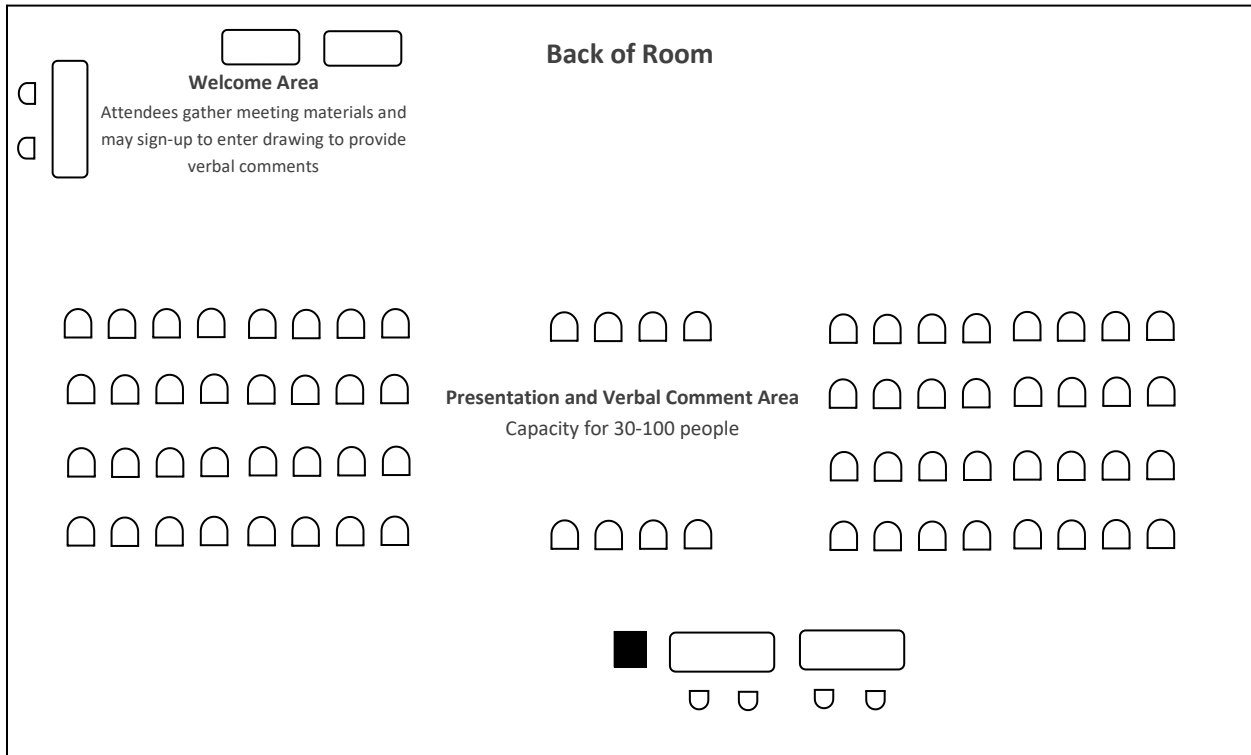
When

All public forums are held in the evening between 5:00 p.m. and 9:00 p.m.

Recording

A court reporter will be capturing applicant presentations and public comments

Sample Room Layout



Format

1. Executive Director Opening Remarks (5 minutes)

- a. Welcome
- b. Purpose of the Commission, overview of RFP and Public Forum processes
- c. Court reporter present and taking verbatim notes on applicant presentation and public comments
- d. Explain that Commissioners may ask clarifying questions of the applicant.
- e. Ground rules for forum (structure) to ensure decorum and civility

2. Applicant Presentation (up to 15 minutes)

- a. Applicant will be allowed to present materials and utilize a PowerPoint or any other presentation modality (posters, flyers, Prezi, etc.). **Applicants must provide Commission staff their electronic presentation materials 48 hours prior to the start of the Public Forum.**
- b. Introduce themselves and acknowledge any other supporter or founding members present
- c. Present an overview of the school
- d. Highlight any unique features of the school
- e. Location and facilities

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- f. Fiscal overview with information on how the schools plans to be fiscally viable
- g. Discuss any community support for the school

3. Public Comment (45 minutes)

- a. Public comment will be limited to 45 minutes with a running clock being utilized.
- b. Individuals interested in giving verbal comment during the Forum, can enter a random drawing before the Forum begins for the chance to provide comments. Individuals will be instructed to line up in the designated area according to the order in which their names were drawn. Individuals will have no more than 2 minutes to provide verbal comment; however, individuals requesting translation support will be get 4 minutes to provide their verbal comment.
- c. 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 Commission. Written comments are limited to one page (using 12 point Times Roman font) and will be accepted throughout the public forum process. Individuals and groups can submit their written comments to the Commission by hand delivering at a public forum or mailing their comments to:

Washington State Charter School Commission
RE: Public Forum Comment
P.O. Box 40996
Olympia, WA 98504-0996

4. Applicant Response/Rebuttal to Public Comments (5 minutes)

- a. Applicants will be given time at the end of the public comment period to respond to any questions or comments that the public shared.
- b. Applicants are advised that the purpose of this response/rebuttal time is to clarify not to confront.

5. Executive Director Closing Remarks (10 minutes)

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