

## Call-in Public Comment Instructions

With School Board meetings and work sessions being conducted remotely, public comment period for meetings will be facilitated via a dial-in phone line. Please follow these steps to make your comments to the School Board:

- Beginning at 5:30pm, dial 804-693-5842
- Public comment typically begins in the first 5 minutes of the meeting. Your call will be placed in a queue and answered in the order it is received once public comment period begins.
- When you are next in line to comment, an operator will answer your call. The operator will then transfer your call into the meeting, where you can make your comments.
- Like in-person public comment period, please first state your name and magisterial district. You will have 3 minutes allotted to speak. Also, please remember that comments made during this portion of the meeting may be of a general nature for regular meetings, but must be specific only to the topics as specified on the approved agenda for work sessions.
- To prevent audio feedback on the line, please have your TV or computer muted while you are commenting so there is no background noise on the line.
- When you are finished, simply hang up.