

All regular and special meetings of the DCS Montessori Board (Board) shall be open for public attendance. In order that the Board can hear the viewpoints of its community, a brief public comment period will be provided at each regular meeting of the Board. At the discretion of the Board, public comment may also be allowed at certain non-regular, special meetings.

The purpose of public participation is to allow the greater DCS Montessori community the opportunity to share opinions, praise, suggestions and/or to bring concerns to the attention of the DCSM Board. If concerns are to be shared in a public comment, it is the policy of the DCS Montessori Board of Directors that no names of staff, students or parents in the DCS Montessori community be referenced to protect the privacy of all involved. **Concerns that require resolution must follow the process outlined in the Parent and Staff Handbooks and Board policy, GP-13 Grievance Process.**

In order to conduct business in an orderly and efficient manner, Board meetings are conducted in accordance with the broader principles of Robert's Rules of Order and convenes with a planned agenda. They are not held for the purpose of public debate. Accordingly, public input will be welcome in two ways:

- 1) Comment Scenario 1. Brief comment limited to not more than 2 minutes for individual speakers and 10 minutes for all speakers combined. Groups representing a consistent viewpoint are encouraged to select one spokesperson. Each speaker will be asked to identify themselves prior to speaking.
- 2) Comment Scenario 2. If a more detailed presentation or proposal to the Board is requested, this must be pre-scheduled at least seven days prior to the next scheduled Board meeting as an agenda item so that the Board may expedite the agenda within a reasonable time.

Accordingly, persons who wish to make requests, detailed presentations or proposals to the Board, should direct all communication to the Head of School and the Board Chairperson for review.

Guidelines:

- 1) The speaker shall provide written information to the Head of School and the Board Chairperson at least one week prior to the upcoming regular meeting of the Board, so that the item may be added to the agenda. If presented less than one week prior to the meeting, the Chairperson shall decide whether the upcoming agenda allows for such comment at that meeting.
- 2) If the request is accepted, written information (preferably in electronic format) from the speaker shall be distributed to directors prior to the regular meeting. If the person requests the Board take a particular action, the specific action being requested should be in the written document submitted to the Board.
- 3) If so requested by any Director, the person may present additional information or provide clarification when the agenda item is discussed.
- 4) The Board may set a time limit on the length of the public comment period and/or a time limit for individual speakers at each meeting.

In an effort to respect all parties, the Board may interrupt and or redirect any public comment that does not comply with this policy. Although meetings are open to the public, any person who disturbs good order may be required to leave.

Adopted: January 24, 2011
Amended: February 23, 2012
January 24, 2017

Last Review Date: January 27, 2017
Monitoring Method: **BOD Self-Assessment**
Monitoring Frequency: **Annually**