

Type: Board Governance
Title: **Public Participation at Board Meetings**

Date of Board Approval: June 2018

Notes:

Purpose

To provide for full and open communication between the public and the Board of Directors, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

Complaints through Established Policy and Procedure

Students, staff and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies as set forth in the Family Handbook for parents and students and in the Employee Handbook for staff.

- Parents and students shall follow the procedures in the Family Handbook as follows: (1) first attempt to resolve the issue with the person(s) involved; (2) then contact the Principal if not resolved at the first level; (3) next contact the Executive Director if the issue is not resolved at level 2; (4) then contact the Chair of the Board of Directors at board@citygardenschool.org; and (5) if not resolved at that level to contact CGMS's sponsor St. Louis University, whose contact information may be found at the end of the handbook.
- Staff shall follow the procedures in the Employee Handbook as follows: (1) first contact your immediate supervisor; (2) if the problem is not resolved to your satisfaction, you must submit a written statement explaining the nature of your complaint and request a meeting with your supervisor and the appropriate administrative staff member which will take place within 15 working days of your request; (3) if the complaint is not resolved to your satisfaction in step 2, then, within 15 working days, you may request a meeting with the Executive Director and you must submit a written statement as to why the proposed resolution in step 2 is not satisfactory. The Executive Director will schedule a meeting with you and any other necessary staff members within 15 working days of your request, and provide a decision within 15 working days of the meetings. The Executive Director's decision is final.

The Executive Director, as chief staff liaison to the Board of Directors, should receive correspondence directed to the Board, unless the correspondence concerns actions of the Executive Director (see below). Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two pages or less are encouraged. All correspondence will be reviewed and responded to in a timely manner.

If a parent, student or staff member has a concern or complaint regarding the actions of the Executive Director, please send an email to board@citygardenschool.org or a letter addressed to:

Chairperson of the Board of Directors
City Garden Montessori School
1618 Tower Grove Ave
St Louis, MO 63110

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the City Garden Montessori School community. The public will be provided notice of such hearings as required by law.

Public Comment

A specifically designated time will be set aside for Public Comment at regular meetings of the Board of Directors. The following rules will be applied to the public comment portion of the meeting:

1. The Board will establish a time limit for the public comment period.
2. No individual will be permitted to speak more than once on a topic during this period.
3. The Board will establish a uniform time limit for each speaker.