

## **“WELCOME VISITORS” NOTICE**

Visitors are always welcome at our meetings! Our meetings are open unless there is a need for an executive session. Executive sessions are closed to all non-board members to conduct discussion of various matters that are confidential. Usually, executive sessions are very brief and held sometime before or during the scheduled meeting. During executive sessions, all visitors must leave the room, or the board moves to another room.

To make your visit beneficial and for the official business to be transacted, ***please note:***

As a visitor, you are here to **observe** the meeting processes, procedures, and discussions. As an **observer**, you are not able to participate in the deliberations nor are you to indicate your approval or disapproval of any discussions or actions taken. If you have a concern(s), please utilize the proper procedure listed below:

1. If you have classroom concerns, you are expected to contact the teacher for clarification and resolution. If the teacher is not able to satisfy the concern, you should then contact the administrator.
2. If you have a non-classroom concern, you are expected to contact the administrator directly, as the administrator is the person who has the responsibility to bring to resolution matters of concern. If the administrator is not able to satisfy the concern, you may then contact a board member.
3. If you would like to informally address the board during a meeting, you must check with the Chairperson prior to the beginning of the meeting to receive permission and any stipulations as to time, etc. This opportunity is for those times when a simple concern or comment is appropriate. This is not the time for major or complicated matters. You should know that no discussion or action will be taken on the matter at this meeting.
4. If you wish to formally address the board concerning a major and/or complicated matter, you must contact the Chairperson prior to the meeting, as stipulated in the local constitution or by-laws, to present your request in writing. The request must include the exact nature of your concern/issue, any materials or other people you will utilize during your presentation, and any other helpful information. The Chairperson will relay your request to formally address the board to the group that establishes the agenda. They will inform you of their decision regarding your presentation and any stipulations that are to be followed in your presentation. Please be advised that the board may or may not take any action on your concern or issue at this meeting or at any future meeting.