

## **St. Paul's Lutheran School Policy**

### **Participation by School Community Members in Board Meetings**

The board recognizes the importance of school community member's participation in school matters. In order to assure they are heard and board meetings are conducted efficiently and in an organized manner, the board will set aside a specific time for comment.

School community members wishing to address the board during this comment time must notify the board chair, in writing, at least three days prior to the board meeting with the subject of the proposed comments. Written communication may be by letter or electronic mail.

The board chair will recognize these individuals to make their comments at the appropriate time during comment time. Parents and congregation members wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for participation. Normally, speakers will be limited to 3 minutes. However, the board chair may modify this time limit, if deemed appropriate or necessary. The comment time is set aside for input, but the board will not discuss or take any action on any matter during this comment time.

Comments shall be limited to regular board meetings and will not be routinely held during special board meetings.

The board has a significant interest in maintaining a civil decorum at its meetings, and it is expected that school community members and the board will address each other in a Christian manner. The orderly process of the board meeting will not be interfered with or be disrupted by comments. Only individuals recognized by the board chair will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. A refusal to leave may cause the meeting to be recessed indefinitely until the disruption has ended. Defamatory comments may be subject to legal action.

### **Complaints**

The board recognizes situations may arise in the operation of the school which are of concern to parents and other members of the school community. Comments related to personnel are considered confidential and shall not be made and will not be addressed in an open board meeting. Any such comments attempted in an open meeting will be immediately be ruled out of order.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following shall be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual staff such as teachers or aides shall be put in writing to be addressed by the principal.
- (c) Unsettled matters from (b) above, problems and questions concerning the school in general, or the principal shall be put in writing and be directed to the lead pastor.
- (d) If a matter cannot be settled satisfactorily by the lead pastor, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board chair in writing, who may bring it to the attention of the entire board.

It is within the discretion of the board to address complaints from the members of the school community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the principal or lead pastor. If the board elects not to address a complaint, the decision of the principal or lead pastor shall be final. If the board does elect to address a complaint, its decision shall be final.