

GUIDELINES for Addressing a Meeting of the Board of Directors of Providence Catholic School

The Providence Catholic School board meetings welcome interested parents, staff, and faculty to be present for the open part of the meetings. Provision is made for expressing their thoughts and views on any topic they choose. The following are the Guidelines:

1. **One week prior** to the published meeting date; contact the Board Chair, Donna Montemayor RPh, in writing, (e-mail address dmontemayor@providencecatholicschool.net) to request to speak to the Board prior to the business meeting.
 - a. Each guest will have 3 minutes to share with the Board.
 - b. There will be a maximum of 5 speakers at each meeting. After 5 requests to speak are received, subsequent requests will be automatically scheduled for the next available meeting.
 - c. In your written request, include your topic of interest, your contact information, and whether you are parent, staff, or faculty.
2. The Board will respond as soon as possible to your request to speak.
3. Please **report to the Chair 10 minutes before** the meeting is scheduled to begin to review the order of presentations.
4. We welcome your input. Please remember, however, that the Board's purpose is **not to serve as a grievance committee**. In fact, this is prohibited by Article 6.26 of the By-laws of the Board. *Students and parents must follow the Grievance Procedure outlined on page 30 in the Student Parent Handbook. Employees must follow the Grievance Procedure outlined beginning on page 22 in the Employee Handbook.*
5. We look forward to hearing from you.