

Title:	Community Montessori School Board of Directors Town Hall Policy				
Organization	Community Montessori School				
Approver(s)	CMS Board of Directors				
Effective Date	7/3/2025	Last Review Date	8/28/2025	Origination Date	7/3/2025

PURPOSE

The Board of Directors welcomes and encourages community participation during public town hall meetings. The Board is committed to fostering transparent and respectful communication with the school community. To support this goal, the Board shall hold regular town hall meetings with parents and staff to listen to community concerns, share updates, and engage in constructive dialogue.

POLICY

The Executive Director and Board of Directors will host biannual town halls in which parents and staff can receive school updates from leadership, and address the Executive Director and/or Board of Directors.

PROCEDURE

1. Meeting frequency and format
 - a. The Board of Directors shall host at least two town hall meetings per academic year – one in the Fall and one in the Spring.
 - b. Date and location of town halls will be published at least thirty (30) days prior to the event.
 - c. Meetings will be held in-person and/or virtually, as needed to maximize accessibility and participation
 - d. Meeting agendas will be publicized at least two weeks in advance, with time allocation for open comment and Q&A.
 - e. Meetings will begin and end promptly. Meetings will not be longer than 60 minutes in length.
 - f. The Executive Director/Board presentation should be no longer than 30 minutes (a little under half the entire meeting)
2. Open session participation rules
 - a. Speaker time limit
 - a. Each speaker will be allowed up to two (2) minutes to present their question or comment
 - b. Time will be monitored by a designated facilitator to ensure fairness
 - b. Directed Communication
 - a. All questions and comments must be directed to the Board President, who will determine the most appropriate Board member or staff to respond, as appropriate
 - c. Focus of discussion
 - a. Town hall questions and comments must relate to distinct policy, strategic direction, or other governance-level matters
 - b. Personnel, student-specific, or confidential issues will not be discussed in this forum and will be

referred to the appropriate administrative channels.

d. Professional Conduct

- a. All participants are expected to engage in a respectful, professional and civil manner
- b. Disruptive behavior, personal attacks, shouting or the use of inappropriate language will not be tolerated
- c. Participants engaging in unprofessional conduct may be given a warning or asked to leave the meeting at the discretion of the Board President.

3. Meeting Record

- a. Meeting summaries shall be made available to the public on the school website within a reasonable timeframe following each event

EXCEPTIONS

The Board reserves the right to modify or suspend the policy for a particular meeting under extraordinary circumstances, provided such action is recorded in the Board meeting minutes.