

Longleaf School of the Arts
Board of Directors Meeting Guidelines

The Longleaf School of the Arts Board of Directors welcomes your participation at this meeting. The purpose of this meeting is to conduct the affairs of our school in a public and transparent manner. We are pleased you are in attendance and hope you will attend these meetings often. Your participation demonstrates community interest in our school and encourages us as administrators and educators.

In order to have an efficient and productive meeting, we ask that you familiarize yourself with the following guidelines for our meetings.

1. Agendas are available to all audience members at the entrance of the meeting.
2. Public comments are desired. There will always be a Public Comments time on the agenda and the Board Chair may also ask for any public comments within a specific agenda item before a vote
3. When addressing the Board, please state your name and your relationship to the school (parent of a student, concerned citizen, employee, etc.)
4. All comments from guests and visitors should:
 - a. Be focused on direct observation and experience, not rumors
 - b. Avoid student-specific information
 - c. Maintain a professional atmosphere
 - d. Always be focused on creating solutions to improve the school
 - e. Be limited to two minutes
5. The Board welcomes any additional comments to be submitted in writing.
6. "Open Public Comments" is time set aside for attendees to address the Board with comments and concerns that are not specifically on the agenda.
 - a. Total time will not exceed fifteen minutes.
 - b. Due to public meeting laws, the Board may only listen to your comments/concerns and ask clarifying questions, but cannot formally respond nor take immediate policy action.
 - c. The Board may give direction to the Head of School or establish a committee to provide a recommended course to the board. If necessary, it will become an agenda item for the next meeting.
7. Citizens may request that a topic related to school business be placed on a future agenda. Once the item is properly placed on the agenda and given public notice, the Board can respond, interact, and act upon the item.
8. The Board maintains the discretion to limit or restrict comments made contrary to these guidelines.

Americans with Disabilities – The Longleaf School of the Arts adheres to the Americans with Disabilities Act. Should you require special accommodations or more information about accessibility, please contact us at least 48 hours in advance at xxxxxxxxx. All efforts will be made for reasonable accommodations.

