

Saints Alive



Mr. Ziegler

...Visiting?

It is my pleasure to inform you of a process that the Board of Christian education has adopted as policy to make visiting a Board meeting to give input to the Board effective and efficient.

Here are four (4) main policy statements:

- 1. The business items scheduled to be considered by the Board of Christian Education shall be published in Saints Alive the two issues preceding the regularly scheduled meeting.**
- 2. The agenda of the Board of Christian Education meetings shall contain two distinct sections titled Open Session and Board Session. Visitor comments will be scheduled under the title, "Open Session: Visitor Comments."**
- 3. Open Forums, Open Hearings, Administrator's Cups, The PAAC program, and the use of C.A.R.E. forms will be the regular avenues for SMLS constituents to give input and share ideas with the administration, Board of Christian Education, and other constituents of this organization.**
- 4. Visitors are welcome to the meetings of the Board of Christian Education during the Open Sessions and the following procedures will be used to enable them to speak to the Board of Christian Education if they so desire.**

Constituent involvement is crucial to the success of any school system. If you wish to address the Board regarding an item on an agenda for Board action, the Board Chairperson will provide you with the opportunity to do so before the regular business meeting begins. It is listed on the agenda under "Open Session: Visitor Comments."

A. Visitor Comments:

Scheduled Agenda Comment

1. Any individual who desires to address the Board of Christian Education concerning an agenda item(s) which is scheduled to be considered by the Board of Christian Education on the agenda of a regular or special meeting for a vote at that meeting shall file a written request prior to the start of the meeting by giving the Administration a Visitor Comment Card (5.5"*8.5") which includes, among other information, the speaker's name, the specific agenda item(s) to be addressed, a notation of the general comments or concerns, and the desired outcome of the Board of Christian Education's action which shall occur later at that meeting.



a. Requests to address the Board of Christian Education in this manner shall not be accepted after the meeting is called to order.

b. Speakers shall be called to address the Board of Christian Education in the order in which each has submitted a card to the Administration.

c. Each speaker shall have one opportunity to address the Board of Christian Education for a maximum of three minutes unless the chair elects to extend the time.

d. Only the individual submitting the card is allowed to address the Board of Christian Education with respect to the maximum amount of time allotted. Time may not be "yielded" to other speakers.

e. Speakers shall confine their remarks only to the agenda item(s) being addressed. The Chairperson shall rule inappropriate or irrelevant remarks “out of order”. Any speaker continuing with such remarks shall be required to relinquish the lectern.

2. To ensure that the Board of Christian Education has the time necessary to consider the issues, the Board of Christian Education desires that this portion of the meeting be limited to 15 minutes. However, if it appears that there are more individuals desiring to speak than may be allotted during 15 minutes, the maximum amount of time each individual is allowed to speak may be reduced to one minute and an additional 15 minutes may be allotted by the chair.

3. Requests to address the Board of Christian Education for more than three minutes shall invoke the procedures governing special request presentations described below.

Non-Scheduled Agenda Comment

1. If an individual desires to address the Board of Christian Education concerning an educational matter that shall not be considered by the Board of Christian Education on the agenda of a regular or special meeting, that individual may address the Board of Christian Education only after the Scheduled Agenda Comments have been heard and only if there is time remaining within the 15 minute limit. If there is insufficient time for the comment the Visitor is encouraged to make an appointment with the administration to discuss the comment prior to the next Board meeting.

2. The rules stated in section (A), subparts 1. c., 1.d., 2 and 3 above, apply.

B. Special Request Presentations

An individual or group desiring to make a formal presentation to the Board of Christian Education at a regular meeting, special meeting or public hearing, shall submit the request to the Administration for consideration.



1. The request must be submitted to the Administration 14 days before the meeting at which the requester wishes to make the presentation. The written request shall contain, at a minimum, the following information:

- a. The name and address of the requester.
- b. The nature of the information to be presented.
- c. The maximum length of time requested to make the presentation.
- d. The specific action desired by the Board of Christian Education.

2. If the requester desires to circulate written material to the Board of Christian Education as part of the presentation, a copy of such material shall accompany the written request.

3. Presentations shall not exceed 15 minutes in length. Only one presentation may be made at any time with respect to a particular issue.

Remember to stay focused, “Whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute; if there is any excellence and if anything is worthy of praise, let your mind dwell on these things, the things you have learned and received and heard and seen in me, practice these things, and the God of peace shall be with you.” Philippians 4:8,9

Robert J. Ziegler, Principal