



## **SCHOOL ADVISORY BOARD MEETING VISITOR PARTICIPATION**

On behalf of the SMCS advisory board, thank you for joining us. We remind our guests of the importance of our meetings and ask that you kindly follow the protocol described below.

The SMCS Advisory Board recognizes the value of participation by stakeholders in school matters. We also recognize the importance of conducting orderly and efficient proceedings. During the SMCS advisory meetings, we ask that all visitors please remain silent.

Note that the School Advisory Board meetings are business meetings that are public but are not the public's meetings. As a guest, we ask that you please keep opinions, remarks, or comments to yourself. If a board member would like to request information from a visitor, he/she must first request the board's permission. The visitor must clearly state his/her name and respond to the board in a professional manner.

Stakeholders who wish to have an item considered for placement on a School Advisory Board agenda must make this request to Board Chair no later than the Friday preceding the next monthly meeting. The stakeholder provides his/her name, contact information and a summary of the item or issue he/she wishes to present to the board. The Principal, Board Chair, and Chair-elect determine whether a particular request is placed on the agenda. More information on addressing the School Advisory Board can be found at [www.saintmpl.org](http://www.saintmpl.org).

Again, we appreciate your presence and support of St. Michael Catholic School and its Advisory Board. Working together with the highest degree of integrity and respect, we can all make a difference.