The PVS Board of Directors Welcomes Your Participation

The Portland Village School Board of Directors is responsible for the legal and fiscal management of Portland Village School. The Board manages the Principal, and the Principal manages the day-to-day operations of the school.

How do I know what the Board of Directors is working on?

- Come to Board meetings. Board meetings are open to the public and the Board warmly welcomes community members to attend. Board meeting date/time/ locations and agendas are posted on bulletin boards in both school buildings.
- Come to Board committee meetings. They are open to the public. Date/time/ locations are posted in both school buildings.
- Read Board meeting minutes, posted on the Board page of the PVS website.
- Read Board committee meeting minutes, linked on the Board page of the PVS website.

How do I communicate with the Board of Directors?

- You can attend board meetings and speak during the public comment section of a meeting. (See additional information on the next page.)
- You can email written comments or letters to the Board President at medessa.cheney.board@portlandvillageschool.org. (See additional information on the next page.)
- You can speak to any Board member. Board member names and email addresses are posted on the PVS website, as well as on bulletin boards in both school buildings.

What if I have a concern about the school?

At Portland Village School our goal is to resolve issues in a mutually respectful and constructive manner, beginning as close to the source of the issue as possible. Accordingly, we ask that you refer to the guidelines in the Family Handbook as outlined below.

Portland Village School guidelines for conflict resolution are:

- If you have a concern with a teacher or staff member, attempt to resolve the issue with the teacher or staff member first, then seek the assistance of the Principal if satisfactory resolution is not achieved. You will be asked if you have discussed your concern with the teacher or staff member first.
- If you have a concern with the Principal, attempt to resolve the issue with the Principal first, then seek the assistance of the Board of Directors if satisfactory

resolution is not achieved. You will be asked if you have discussed your concern with the Principal first.

The Board of Directors welcomes your participation in a mutually respectful and constructive dialogue. The process for participation with the Board of Directors is as follows:

How do I speak at a Board meeting?

Attend a board meeting and speak during the public comment section of the agenda. If you would like more than the five minutes allotted for all public comment, email medessa.cheney.board@portlandvillageschool.org 7 days in advance of a board meeting to inform her of the subject of your comments and request time on the agenda.

You may also leave a message for Atty Zschau with the front office staff.

- For public comment, please arrive at the start of the meeting, as public comment time is at the beginning of each meeting. All comments are recorded in public minutes.
- We have a strong commitment to respectful and constructive dialogue and will disallow disorderly comment.
- To protect all individuals, both employees and volunteers, and the school's legal liabilities, the Board does not hear complaints against an individual in public session. The Board can choose to hear complaints in a closed Executive Session.
- See also Board Policy BDDH Public Participation, linked on the Board page of the PVS website.

How do I submit written comments or a letter for the Board to consider?

- Written comments for the Board's consideration can be emailed to the Board President at medessa.cheney.board @portlandvillageschool.org.
- Written comments can also be turned into the front office for the Board's mailbox.
- Written comments which you wish to include in the public record and read aloud at a Board meeting must be submitted 7 days in advance of a Board meeting. Written comments will be reviewed to determine whether they will be heard in public session or Executive Session. Written comments submitted in less than 7 days in advance of the next Board meeting may be moved to the next month's Board meeting.