

# IVY PREPARATORY ACADEMY

## Board Policy School Community Communications

### Purpose

This policy describes how the Ivy Preparatory Governing Board manages communications with the school community and stakeholders.

### Policy

It is the desire of the Governing Board to have open, effective communication with the school community and the communities in which the schools reside. Families and stakeholders should feel comfortable and not fear retaliation for expressing their concerns. Constructive criticism is always welcome. The Governing Board asks that persons submitting concerns that call for action be prepared to assist with the solution where possible. The Governing Board will make every effort to address concerns.

All parents/guardians, staff, and community members are invited to attend the monthly meetings of the Board and any special or called meetings. These meetings are open, and anyone interested may attend. The agenda for the meetings will be posted on the school website 24 hours before the meeting.

The board will conduct all legally required public hearings in accordance with state statute and these guidelines.

- At its discretion, the board may schedule public hearings for the purpose of receiving public comment on topics of high public interest or concern.
- Public hearing notices shall be posted in the schools, as well as distributed via various outlets such as news media, IPA websites, and e-mail as appropriate.
- Stakeholders wishing to speak during a public hearing must sign up at least 10 minutes before the start of the hearing at the sign-in table.
- Elected officials may request time to address the board by contacting the board office.
- Each speaker shall be heard only once during the hearing. The board shall allocate fifteen minutes for public comment during public hearings.
- Each speaker will be given up to three (3) minutes. At the end of the two minute limit, individuals will be asked to end their comments.
- The board may elect to hear community comments in any order or sequence and is not limited by the arrangement shown on the sign-up sheets.
- Community members presenting highly detailed or complex information are asked to provide a written outline of their comments for the board members.
- In order to maintain appropriate meeting decorum, follow appropriate protocols, protect the confidentiality of scholars, and ensure the impartiality of the board, the board will not entertain comments on matters involving individual scholars, parents or the character, professional competence, or the physical or mental health of an individual.

- The board will not take public comment on personnel matters that specifically include the names or titles of employees; this includes but is not limited to: contract non renewals, position abolishment, the hiring or firing of staff, and investigative proceedings regarding allegations of misconduct. Communications regarding personnel issues should be sent in writing to: Ivy Preparatory Academy Governing Board 1807 Memorial Drive Atlanta, GA 30317 Attention: Executive Administrator
- Persons are expected to honor meeting decorum. Applause, cheering, jeering, or speech that defames individuals, stymies or blocks meeting progress will not be tolerated and may be cause for removal from the meeting or suspension and/or adjournment of the meeting by the board.

All parents/guardians, staff, and community members can also share concerns with the Governing Board by any of the following methods:

- Via email to the Board chairperson or a member of the Executive Committee.
- Via mail addressed to the attention of the Board chairperson at the school.

Letters can also be left in the Main office and will be placed in the Board chairperson's box located in the Main Office.

Effective Date: 10/18/2018  
Last Revised: 10/18/2018