



*St. Joseph's School Board
Visitor's Guidelines*

St. Joseph's School Board welcomes parents and parishioners to regularly scheduled, monthly School Board meetings. In order for the School Board to remain focused at the tasks on hand it is essential that all visitors to the board meetings follow the procedures and guidelines which apply. The purpose of these procedures and guidelines is to best facilitate the work of the School Board in meeting the needs of the school, so the attention of the School Board is on long term issues that impact the mission of the school community.

Visitor Procedures and Guidelines

1. Visitors who have a concern or wish to make a presentation must request a place on the meetings agenda.
2. Request to present may be done verbally or submitted in writing. All requests must be made to a member of the School Board's Executive Committee (board chair, vice chair, school principal). Requests must be made 48 hours prior to next scheduled meeting.
3. Visitor presentations should be no longer than 15 minutes in length.
4. Visitors not on the agenda should refrain from speaking during visitor presentations. Visitors are welcomed listeners but do not participate in School Board discussions or decisions
5. Visitors should not enter into dialogue, nor receive an answer or response to the items presented.
6. The School Board will direct items presented to the appropriate party as needed.
7. School Board may move to an "executive session" at any time during a regular scheduled meeting. Visitors and faculty representatives are not present during executive sessions.
8. It is the responsibility of the School Board Chair as well as other members of the School Board to see the Visitor Procedures and Guidelines are followed.

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