



WCA Board Meeting Attendance Policy

Parents, guardians and WCA community members may attend a WCA Board Meeting and there formally address our Board of Directors if permission is first granted to do so, or if an official invitation is extended by the Board of Directors to the party in question. If there is an item or issue to be presented before the Board, that item or issue is to first be submitted to the Head of School or Board Chair. All such requests must be submitted via the online form found on the Board of Directors page of our website.

The following further encapsulates our Board Attendance Policy:

- The Board Chair of the meeting may exclude attendees for disruptive behavior.
- Videotaping, recording equipment and cameras are not permitted at Board of Directors meetings without the prior permission of the Board Chair.
- Any individual or group wishing to address the Board of Directors must submit notice of the request at least two weeks prior to the meeting date, and do so using the form found on the Board of Directors page of our website.
- The Board Chair will review the request and the group or individual will be notified no less than one week in advance of the meeting date as to whether the request can be accommodated. The Board Chair may refer requests to other school committees if deemed appropriate.
- Presentations must be limited to a maximum of fifteen (15) minutes. If the address is to come from a group, one person must be identified as the spokesperson for said group.
- Presentations may be declined. Reasons for declining a presentation may include time restrictions, inappropriate or irrelevant content, etc.
- The Board of Directors will always thoughtfully consider agreed-to presentations but are not obligated to respond to or take action as a result of those presentations.
- Presentations will usually be heard at the beginning of the meeting and will be noted as such on the meeting agenda.
- The Board of Directors will follow-up with attendees within two weeks of the presentation.

Approved by WCA Board of Directors, 1/17/2023