



## **Innovation Montessori Ocoee and Innovation Montessori High School**

### **Board of Directors Meetings Community Member Attendance and Participation Guidelines Updated 7/14/23**

Welcome to Innovation Montessori's Board of Directors meeting. As a community member your input and support is extremely valuable to us to help us ensure that we meet the mission and vision of our school:

*Our Mission is to provide a strong authentic Montessori education in a Public-School setting for Kindergarten through High School.*

*Our Vision is to provide a strong Montessori foundation that enables our students to achieve their full potential, develop curiosity, creativity, imagination, and become responsible citizens of the world.*

In keeping with serving this mission and complying with Florida State Sunshine Law the following guidelines for attendance and participation are set forth to ensure that Board of Directors business is fully completed, all agenda items are addressed during the time allowed for the meeting and in addition, community voices are heard. These guidelines apply to both online and in person meetings, as well as hybrid meeting that have both elements.

- **Public Meeting**: Please know that the content of the meeting, including meeting agenda, minutes from the meeting and your contributions are public record. Meeting minutes will be taken by the Board of Directors Secretary and will be included on our BoardDocs website for public viewing here:  
<https://go.boarddocs.com/fl/imcsfl/Board.nsf/Public>
- **Seating and Visibility**: For those attending in person, designated seating will be provided for you within the meeting room. The seating will be separate from Board of Directors table where the meeting business is conducted. For those attending virtually, cameras and audio will be designated to remain off unless you are a member of the Board, Administration, a designated speaker, or a member of the public speaking at a designated time.



- Opportunities to Speak: Designated times for public input will be allowed – please hold your input to those times only. These times will be determined at the Board’s discretion and will be either: 1) at the beginning of the meeting (comments should be focused on agenda items) and/or 2) prior to the designated meeting agenda item(s) where votes are conducted (comments should be focused on items that are up for voting). Times for public comments will be announced by the Board of Directors Secretary or President, or other designated member of the Board. For those not able to be in attendance, you may email the Board Secretary at [sec-bod@innovationmontessori.com](mailto:sec-bod@innovationmontessori.com) at least 1 hour prior to the meeting start time with your comment to be read aloud at the meeting by the Secretary.
- Time: For those attending in person or virtually, **you will be allowed three (3) minutes** to share your thoughts, opinions and ideas during the designated times. When speaking, going beyond the time allotted will result in the BOD prompting that your time is up.

Persons who fail to follow the attendance and participation guidelines will be asked to leave the meeting. Thank you for your participation and your support in following these guidelines.

Innovation Montessori Board of Directors