

Dear GHS Community,

The GHS Board of Trustees welcomes and invites feedback from community members. While there are many ways to communicate with the Board, we offer the following guidelines to assist in the most efficient and productive use of your time. Please consider the following thoughts on how to make your ideas, feedback and concerns known.

What Sort of Issues Are Properly Addressed to the Board?

Some matters are appropriately addressed to the Board of Trustees, while other matters are appropriately addressed to the Head of School. How do we know which is which?

The GHS community should be aware that the GHS Academy Board of Trustees is a Board of “governance.” This means that the Board is charged with setting general strategic direction of the school; making policy decisions; and providing general oversight of the Head of School. As such, the following are examples of issues properly addressed by the Board: strategic planning matters; policy matters; issues involving the performance/conduct of the Head of School.

The Board delegates to the Head of School the authority to oversee “daily operations.” As such, the bulk of the issues that arise on campus are properly resolved in the Head of School’s office. The following are examples of issues properly appealed to the Head of School: issues that arise in the classroom or playground; faculty and staff issues; student academic and discipline issues; curriculum issues; scheduling issues; issues regarding extracurricular and sports programs.

If you need guidance with regard to whether your issue is appropriately addressed by the Head of School or by the Board, please not hesitate to ask any Board trustee.

How Do We Make Ourselves Heard?

When community members have thoughts they want to share, there are many ways to reach Board Trustees.

- (1) Conversation: First of all, the Board trustees have an “open door” policy. We welcome input in spontaneous and impromptu conversations. Please do not be bashful about approaching them and engaging in conversation and using that opportunity to share your thoughts.
- (2) E-Mail: Second, you should be aware that the contact information for the all Board trustees can be found on the GHS website. Please feel free to e-mail your thoughts. They will be shared with other Board trustees, and you will receive a reply acknowledging receipt within 48 hours.
- (3) Board Meetings: Third, the Board invites parents and staff to attend an Open Session during the monthly Board Meetings. Board meetings dates and times will be published on the GHS web site, and are typically the third Wednesday of every month at 5:00pm. The first fifteen minutes are dedicated for visitors, who can come, introduce themselves, meet the Board, ask general questions and share thoughts. The Regular Board only session begins after the Open Session

and will not be open to visitors unless invited for specific topics. If community members would like to seek a formal Board review of a particular mater, please follow the process below.

- (4) Year-End Survey: Finally, at the end of the year, the Board will send out a Year-End Survey that will ask our community to provide informal and anonymous feedback on every aspect of GHS performance. These results will be benchmarked year-to-year and used as a guide to inform our efforts to improve.

Request for Formal Board Review: In some cases, community members may want to seek a formal Board review of a particular mater.

The following topics are appropriate for Board review: (1) matters within the purview of the Board – strategic planning matters; policy matters; matters involving performance/conduct of the Head of School; and (2) matters involving the performance/conduct of a Board trustee.

If you would like to address the Board on these matters, you will need to request time on the Regular or Executive Session agendas. The Regular Session is the portion of the Board meeting that is used to conduct most Board business. The Executive Session is for matters that are confidential in nature, including issues involving personnel, parents or students. To request time on these agendas, the process is as follows:

- (1) Submit to the Board trustee of your choice a Written Statement setting forth: (a) the subject matter/issue; (b) your attempt to address/resolve it with the person immediately involved; (c) your attempt to address/resolve it with the Head of School, if appropriate; and (d) the action/relief you are seeking, if any. You should also include attachments of all documents you would like considered in the Board's review.
- (2) This Written Statement must be received at least one week prior to the Board Meeting at which you would like your issue taken up. The Board trustee who takes the Written Statement will be responsible for circulating the documents, and the President will place the item on the appropriate agenda and inform you of the time.
- (3) At the next Board meeting, your materials will be reviewed. You are invited to attend, though your attendance is not mandatory, to present your issue and answer questions. If the topic involves subject matter of a confidential nature, you may be asked to leave during deliberations.
- (4) After the Board trustees review your materials, they will make one of two determinations:
 - (a) The mater can be resolved with the information submitted, and a Memorandum of Resolution will be written and delivered within one week; or
 - (b) The mater requires further investigation, at which point the Board will appoint a board trustee or a sub-committee of Board trustees authorized to conduct additional fact finding. This may include interviews with parties involved, as well as third parties. In any event, all efforts will be made to keep the mater confidential, but in some cases that may be impossible. The

appointed Board trustee or sub-committee will then report back to the Board, in writing, at the next Board meeting – including recommended action. The mater will then be discussed the following month, and appropriate action will be taken. Ultimately a Memorandum of Resolution will be delivered to document the final resolution.

In summary, we want everyone in our community to know that they have a venue where their thoughts – and even their most serious concerns -- can be addressed through a thorough and deliberative process.

If you have any questions, please do not hesitate to contact any Board trustee. Many thanks for your time and consideration, and we look forward to a year marked by an environment in which the free flow of ideas works to build a strong and vibrant GHS community.

Sincerely,

The GHS Board of Trustees