



Governing Board Communications Policy

Purpose

The purpose of the Governing Board Communications Policy is to encourage and facilitate open and effective communication between the Board and CMP Educational Partners.

Objectives

- Board Members receive communication in a consistent and uniform manner.
- Board Members have equal access to appropriate information.
- Communications are efficient and timely.
- Communications with Educational Partners are accurate, consistent, and reflect the views or positions of the Board as a whole.

Policy Guidelines

Communications among Board Members

The Board shall carry out its activities in the spirit of open governance, including the provisions of the Brown Act which include, but are not limited to:

- Ensuring that communications by and between Board members comply with the Brown Act;
- Properly noticing and posting an agenda for Board and Committee meetings;
- Properly describing all items to be considered in closed session in the notice or agenda for the meeting;
- Not conducting or participating in a series of communications one at a time or in a group that in total constitutes a quorum of the Board or Committee either directly or through intermediaries or electronic devices, for the purpose of developing a concurrence as to action to be taken;
- Not taking any action, whether preliminary or final, by secret ballot;
- Allowing proper public comment on agenda items before or during consideration by the Board; and
- Ensuring Board and Committee meeting agenda materials are properly made available to members of the public, upon request, without delay

Communication to the Board

There are multiple ways to communicate with the CMP Board of Directors either through public comment or general communications.

Public Comment

1. In person at CMP Board Meetings

Educational Partners may submit a Speaker Card and address the Board in person at CMP Board Meetings.

2. In person at CMP Board Meetings from any of the CMP Campuses

In accordance with SB 126, CMP began offering remote locations through a video conferencing platform at each of our campuses allowing for educational partners to attend, and provide public comment, from their local campus. Educational Partners may submit a Speaker Card and address the Board live via the video conferencing platform.



3. Electronic Public Comment Card

An electronic Public Comment Card is available and comments submitted through the electronic public comment card will be forwarded to the Board. Comments via this method will be forwarded to the Board on an on-going basis, two and a half hours prior to a Board Meeting, and following a Board Meeting. Prior to the transition to virtual Board Meetings CMP did not offer an Electronic Public Comment Card.

General Communications

CMP Educational Partners may also reach the Board at any time through the following options:

1. General CMP Board Email Address

The public may also communicate with the Board through the general Governing Board email address, cmpegovboard@cacmp.org. Messages sent to this email address are shared with all Board members.

2. Board Member Specific Email Addresses

Anyone wishing to submit a comment to any specific member of the Board, may do so via individual email addresses which can be sourced on the Governing Board page of the California Montessori Project website.

3. Regular Mail

If a member of the public would like to submit correspondence to the Governing Board in this manner, please send the correspondence to the CMP Central Administration Office at the address listed below:

California Montessori Project
5330 A Gibbons Drive, Suite 700 | Carmichael, CA 95608
Attn: Governing Board Secretary

In Conclusion

If the correspondence is addressed to a specific Board Member, the Board Secretary will disseminate the information to that Board Member. If the correspondence is addressed to the general CMP Governing Board, the Board Secretary will disseminate that information to the Governing Board Members and CMP Leadership as necessary. All Board correspondence is monitored by the Board Secretary.

Policy Review

The Board shall review this policy at least every three (3) years to ensure that it remains relevant and appropriate.