

Request to be on Board Agenda

In its effort to provide quality leadership, the Catholic School Board strives to be effective in its operation. While trying to be responsive to our constituents, we also strive to make the best use of our meeting time to deal with the many issues before us.

Article V, Section 3. of our board constitution states that, "The right of nonmembers to address the board shall be limited to those whose petition has been approved for the agenda in advance of the meeting."

To help us to respond to your request to make a presentation to the board, please provide the following information. Thank you in advance.

Name of Presenter: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Please check one item:

I am speaking as an individual

I am speaking on behalf of _____

Purpose - Please state the topic of your presentation. Indicate the issues that have led to your point of view or opinion. Provide background facts and information which will assist the board in understanding your issue and why you feel it is important at this time. Please list any alternatives to the situation which may be considered by the board.

Appendices:

Please provide any handouts to which you have referred in your request and which you would like the board to consider. These may include charts, tables, forms, lists, or supporting documents. Only the materials accompanying your request will be distributed to the board. No additional materials may be distributed at the time of your presentation. Audio visual materials must be provided in sufficient time to be previewed prior to your presentation.

Please return your completed request to the board chairperson at least one week before the regularly scheduled board meeting.

Signature _____

Date submitted: _____