

Request to Place an Item on the Agenda

Name: _____

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Date when request was submitted _____

Conferred with following administrators (names): _____

Description of Issue: _____

Specific Action Requested: _____

Check if you are: ☐ Board Member ☐ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Public Comments Form

The Hopkins County Board of Education allows comments on regular meeting agenda items and has provided time in its agenda for individuals to make comments. If you wish to make comments to the Board, you will be allowed up to a maximum of **three (3) minutes** and need to submit this form by noon on the day of the meeting. ~~to do so.~~ The Superintendent/designee will be able to assist in this request.

No questions, comments, or decisions/action related to public comments will be made by Board members at this meeting, ~~unless the specific topic is on the agenda~~; however, the Board will listen to the comments and/or suggestions which may lead to a discussion of same at a future meeting. ~~If you wish the Board to discuss and/or take action on a particular issue, you must follow the procedures outlined in Hopkins County Board of Education Policy 1.45. The Superintendent/designee will be able to assist in this request.~~

This evening, I would like to comments on the following:

Please indicate your name and address below (please print):

Name:

Address:

Phone #:

Please present this request to the Superintendent's office~~Board secretary~~ so that the Board chairperson may call upon you at the designated time.