

Cold Spring School District Governing Board

Agenda Item Request Instructions

Any member of the public may request to have an item placed on a regular Governing Board meeting agenda. Please see the *Placing Items on the Governing Board Agenda Protocol* (available at the District Office and on the District's website) for more detailed information.

1. The item/issue must be within the jurisdiction of the Governing Board.
2. If your requested item is a complaint or a concern, you must demonstrate, in detail and in writing, that you have followed the District's complaint protocol in an attempt to resolve your complaint/concern prior to bringing it to the attention of the Board. (*The Cold Spring School District Complaint Procedures Protocol* is available at the District Office and on the District's website).
3. The request must be in writing on the form provided, with supporting documentation attached and the form filled out in full.

Incomplete submissions will not be accepted.
Anonymous requests will not be considered.

4. Submit the completed form, with supporting documentation attached, to the Superintendent/Principal at least ten (10) business days in advance of a regularly scheduled board meeting to be considered for inclusion in that meeting's agenda.
5. It is expected that, if you request an item/issue be placed on a Governing Board meeting agenda, you will attend the meeting to speak on behalf of your item/issue.
6. The Governing Board President and the Superintendent/Principal will determine if, and when, your requested item/issue will be placed on a Board meeting agenda, and you will be notified of the decision.

[Adopted by the Governing Board: April 10,2017]

[KD April 2017]