

Shoshone-Bannock Jr./Sr. High School

District #537

P.O. Box 790 • Fort Hall • Idaho • 83203

School Office: 208-238-4200

Fax: 208-238-2628

AGENDA REQUEST

The board desires to hear the viewpoints of citizens, educational groups, businesses and others and considers the responsible presentation of programs and viewpoints vital to the efficient operation of our organization.

The board also recognizes this responsibility for proper governance, and therefore, the need to conduct its business in an orderly efficient manner.

Agenda requests must be presented to the Superintendent's office five working days before the regular scheduled monthly School Board Meeting in order for school board members to receive the material being presented.

In addition, the following guidelines will be strictly enforced:

- 1) Individuals shall have up to five minutes for their presentation.
- 2) Groups shall have up to 10 minutes for their presentation.
- 3) The Board shall not hear any complaints against District employees or pupils, unless such complaints have first been processed through the "Chain of Command".
- 4) Presentation of written materials should include seven copies for the Board.
- 5) Agenda items previously considered by the Board shall not, in accordance with "Robert's Rules of Order", be placed on the Agenda.

Date of meeting for which request is being made: _____

Name/Group: _____

Phone Number: _____ Fax Number: _____ Msg. No.: _____

Topic to be addressed: _____

Suggested outcome: (utilize the back of this page for additional space as needed) _____

STAFF: YOUR SUPERVISOR MUST SIGN FOR APPROVAL

Supervisor Signature

Date

Employee Signature

Date