

***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**

**School Board Agenda Request**

The Board desires to hear the viewpoints of citizens, education groups, businesses, and others. Responsible presentation of programs and viewpoints are considered vital to the efficient operation of our organization.

The Board recognizes the responsibility for proper governance. Therefore, shall conduct its business in an orderly and efficient manner.

Agenda requests must be presented to the Superintendent's office five working days prior to the regular scheduled (monthly) School Board Meeting.

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: \_\_\_\_\_ Email: \_\_\_\_\_

Topic to be addressed:  
\_\_\_\_\_  
\_\_\_\_\_

Suggest outcome (utilize the back of this page for additional space):  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF: YOUR SUPERVISOR MUST SIGN FOR APPROVAL**

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Employee Signature                      Date