

WOODALL PUBLIC SCHOOL

Ginger Knight, Superintendent
Kim Kocsis, Principal

14090 West 835 Road
Tahlequah, Oklahoma 74464

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REQUEST TO ADDRESS BOARD OF EDUCATION

1. Any individual wishing to address the board of education shall communicate such a wish to the superintendent by letter. The letter must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The letter must be received by the superintendent at least five (5) business days prior to the next regularly scheduled meeting in order to be placed on the agenda. (The agenda must be posted twenty-four business hours prior to the meeting). The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. The board clerk shall ask all visitors to list their names in the visitor's register.
3. Board members and administrative staff will not respond to questions from the public at the board meeting. Proper questions from members of the public may be referred to the superintendent for later to report to the board. The board will not, in most instances, be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items.
4. Members of the public addressing the board will have a limit of five (5) minutes to comment.
5. The board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.
6. The President of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individuals will not be allowed.
7. Members of the public shall not be recognized while the board is conducting its official business.

"We are Woodall...some wish for it, WE work for it!"

REQUEST TO ADDRESS BOARD OF EDUCATION

Date: _____

Name: _____

Street Address: _____

City: _____ State: ____ Zip: _____ Phone: _____

Representing: _____

I request permission to address the Board of Education on the following topic:

Office Use:

Date Received: _____ Request Granted: Y or N

Date Notified: _____

Date of Board Meeting if Request is Granted: _____

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