



# Jefferson County North Schools

USD 339 Nortonville – Winchester  
Denise Jennings, Superintendent Kristina Edwards, Clerk  
310 5<sup>th</sup> Street, Winchester, Kansas 66097  
913-774-2000 Fax 913-774-2027

## BCBI - Request to Appear Before the Board

This form must be completed and returned to the clerk or the superintendent at least 7 days before the meeting at which you wish to speak. Your request will be reviewed and one of three recommendations will be made:

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed 15 minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be relevant to the issue and promote the civility and dignity of the board meeting.
5. Typed copy or an outline of your presentation must be included with this request form.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_

Organization's address \_\_\_\_\_

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

District Official's signature \_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_

\*The policy does not apply to special board meetings unless the special meeting is a public hearing.