

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, with any supporting documentation that you would like the Board to consider.

Anonymous requests will not be considered.

4. Submit the completed form, with supporting documentation attached, to the Superintendent/Principal.
5. 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

Revised by the Governing Board: June 10, 2019