

# HARRISON COUNTY BOARD OF EDUCATION

## Delegation Request Form

Those making delegation requests should consult Harrison County Board of Education Policy 1204. Persons who wish to address the board must register **no later than 15 minutes** prior to the scheduled commencement of the meeting. Presentations **will be limited to five (5) minutes per person**. Please refer to the notice to speakers on back of form.

**PLEASE PRINT CLEARLY**

Board Meeting Date: \_\_\_\_\_

Name of Speaker: \_\_\_\_\_ Representing: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please describe subject or issue that you would like to address before the Board of Education. Is this issue on the Board's meeting agenda for this meeting? \_\_\_\_ Yes \_\_\_\_ No

*Most issues or complaints regarding personnel will be addressed with the board in executive session. Mentioning the names of school employees or students during an open public meeting is discouraged.*

Prior to this meeting have you discussed your issue with (check all that is applicable)

Teacher Involved: \_\_\_\_ Yes \_\_\_\_ No (Teacher's Name) \_\_\_\_\_

Principal at the School: \_\_\_\_ Yes \_\_\_\_ No (Principal's Name) \_\_\_\_\_

Central Office Staff: \_\_\_\_ Yes \_\_\_\_ No (Staff Member's Name) \_\_\_\_\_

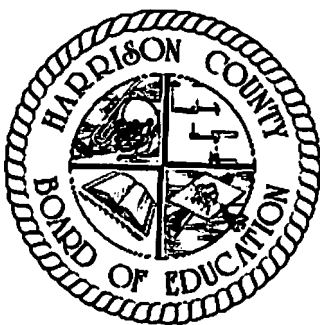
List the names of other Harrison County personnel you have discussed this issue with:

Desired action of the board:

Signature \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Completed forms may be faxed to 304.326.7382 or emailed to [aammons@k12.wv.us](mailto:aammons@k12.wv.us)

Revised July 1, 2016



## **NOTICE TO ALL SPEAKERS WHO APPEAR BEFORE THE HARRISON COUNTY BOARD OF EDUCATION**

Speakers before the Harrison County Board of Education are asked to express themselves in a civil manner at all times, with due respect for the dignity and privacy of others who may be affected by the content of your comments.

This is a public notice that all meetings of this school board are audio taped and most regular meetings are videotaped to be televised later on Time-Warner Public Access Channel 18.

While it is not the intent of the Harrison County Board of Education to ever stifle public input into our deliberations, all speakers should be aware that if your public comments made here today violate the rights of any other person, especially under the laws of defamation or invasion of privacy, you may be held legally and individually responsible.

If you are unsure of the factual nature of any claim, comment or allegation you're about to make, the Harrison County Board of Education strongly encourages you to consult first with your legal counsel.

**Passed by the Harrison County Board of Education on July 1, 2016**