

Joliet Public Schools

PO Box 590 Joliet, MT 59041 406-962-3541

PRESENTATION OF AGENDA ITEM

NOTICE: If any **printed materials** are to be presented for Board Examination or used in the presentation concerning this item, it is most strongly recommended that **copies of all such materials be provided with this form** when the form is timely submitted to the office for placement on the agenda. *If this does not occur, and there is no opportunity to thoroughly examine all material, the chance that there will be a prompt decision is diminished and it significantly increases the likelihood that the matter may be tabled until such examination can occur.*

All materials submitted will be treated as confidential if appropriate.

Name of person completing this form _____

Title and brief description of item _____

Name of individual/group to be placed on agenda _____

Name of person or persons who will address the board _____

Has the item been processed through staff/administrative channels? ___ yes ___ no

Is this a request for Board Action? ___ yes ___ no

If yes, what specific action is being requested? (Use back if necessary) _____

Is there a cost to this item? ___ yes ___ no Please explain _____

What source of funding? _____

Any special equipment requested for your presentation? _____ projector _____ laptop _____ other

This form must be returned to the Joliet Public School District Clerk. In order to be placed on the agenda for the next regularly scheduled meeting it must be returned at least **seven business days prior to the meeting date.**