

**DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT
REQUEST THAT ITEM BE PLACED ON THE BOARD OF TRUSTESS AGENDA**

Per Board Bylaw 9322

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

If this request concerns complaints concerning school personnel or instructional materials you must follow Board Policies §1312, §1312.1, §1312.2, §1312.3, §1312.4 Uniform Complaint Procedures. You can request a copy from the office, or find them on the District Web Site.

The agenda does provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda also provides members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. *(Ed Code 35145.5; Government Code 54954.3) (cf. 9323 - Meeting Conduct)*

Please fill out all information below for each agenda item requested. Attach any supporting documentation.

Name _____

Phone _____ email _____

Address _____

Agenda Item _____

Brief Description _____
