

**CUYAHOGA FALLS  
BOARD OF EDUCATION**

431 Stow Avenue  
Cuyahoga Falls, OH 44221  
(330) 926-3800

**3-DAY ADVANCE REQUEST TO ADDRESS THE BOARD  
REGARDING A TOPIC **NOT** ON THE AGENDA**

## 3-DAY ADVANCE REQUEST

In accordance with **Section B: School Board Governance and Operation**, Policy BDDH Public Participation in Board Meetings, which defines the procedure for public participation at Board meetings as outlined below, please complete this request to address the Board at a public meeting.

Any citizen with personal complaints concerning individual teachers, administrators or other school personnel must first pursue the procedures described in Policy BDDH “Public Participation at Board Meetings,” before publicly communicating such concerns to the Board.

Specifically:

- If an individual wishes to address the Board regarding a topic **NOT** found on the meeting Agenda, s/he must notify the Superintendent and/or Board President of the topic no later than three (3) calendar days in advance of the meeting. These individuals may share their comments during the Board Business portion of the Agenda.
- The individual will preface comments by an announcement of his/her name and address and limit comments to three (3) minutes. All statements should be directed to the Board President. No person may address or question Board members individually.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Resident of Cuyahoga Falls: Yes  No  City: \_\_\_\_\_  
Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Upon completion of this form, please send it to the Superintendent and/or the Board President via one of the following methods:***

***Email:*** Save the completed document to your device, then attach it to an email. For your convenience, the email links are provided below:

[cf\\_jonesc@cftigers.org](mailto:cf_jonesc@cftigers.org) Mr. Chris Jones, Administrative Assistant to the Superintendent

***Print and deliver by hand or US mail:***

*Harold E. Wilson Administrative Center  
431 Stow Avenue  
Cuyahoga Falls, OH 44221*