



Chapel Hill ACADEMY

306 West 78th Street, Chanhassen, MN 55317 ♦ Ph: 952-949-9014 Fax: 952-949-3871

Parent/Board Communication Request

If you would like to address the Board of Directors, please complete this form and return it to the Head Administrator's office at the above address, **at least 5 school days / 8 calendar days prior** to the next board meeting. (Meetings are usually held on the first Tuesday of each month.)

This form presents an opportunity for the Board to listen to the comments of a parent. The Board will not respond to comments at the same meeting. If comments are made which require a response, the Board, or the administration on behalf of the Board, will consider the issue and, depending on its complexity, respond within a few days or weeks.

If you have additional questions, please contact Kathy Tweeten, Head Administrator, at tweetenk@chapel-hill.org or 952-949-9014.

Request initiated by: _____
(please print)

Address: _____ Zip: _____

Daytime telephone: (_____) _____ Email: _____

Date you desire to be on the agenda: (meetings are held the first Tuesday of each month) _____

1. You represent:

- Self only
- Organization
- Other group

2. Name of spokesperson: _____

3. If more than one person plans to speak, list the names of all speakers. (Please keep in mind that a total of 10 minutes will be allotted for each speaker, unless the board chairman grants an extension of time at the board meeting, and that a maximum of 20 minutes will be permitted for each topic).

4. Nature of issue:

- Board policy
- Administrative regulation or procedure
- General input
- Other (specify) _____

Explain _____

Please continue on other side →

5. Do you think this is a school-wide issue? Yes No

6. What other CHA personnel have you contacted about this issue? (specify) _____

7. Do you have additional written documentation to present to the board?

- Yes (If yes, please provide 12 copies for the board members and Head Administrator with this request)
- No

8. What would you like the board or administration to do in response to your comments?

Date

Signature of person making request

05/28/08