

# Request for Presentation to the Board of Directors



It is the procedure of the Board of Directors to set in advance the agenda for each meeting. Any approved items will be added to the agenda if received three weeks prior to the next Board Meeting. If you wish to have an item added to the agenda or wish to address the Board, please complete the following and return your request to the address below. We will notify you if this item is appropriate for an agenda item or further direct your request.

Community Montessori  
Attn: Board President  
4102 St. Joseph Road  
New Albany, IN 47150

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Relation to the School: \_\_\_\_\_

**PROPOSED AGENDA ITEM** - *Please check the appropriate box and detail your item below. You may use an additional sheet of paper if necessary.*

☐ I have already met with the Director regarding this item.

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

Brief Summary of Meeting:

☐ I have not met with the Director for the following reason:

**PROPOSED AGENDA ITEM DETAIL (Please be specific):**