



3447 East Carson St. • Pittsburgh, PA 15203  
Phone: 412-325-7305 • Fax: 412-325-7309  
www.propelschools.org

## REQUEST TO SPEAK AT A PROPEL SCHOOLS BOARD MEETING

DATE/TIME RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

The Propel Schools Board welcomes your constructive comments. To be placed on the agenda and recognized to speak at a Board meeting, please complete this form. Requests **MUST** be received no later than two business days prior to the meeting, by 3:00 PM. Board meeting dates are posted on the Propel Schools website as well as outside of the Administrative Office building.

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Best telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Meeting date at which you would like to be recognized to speak: \_\_\_\_\_

Brief description of the topic you would like to discuss:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form can be returned via:

- EMAIL—[mauraderiggi@propelschools.org](mailto:mauraderiggi@propelschools.org)
- FAX—Attention: Maura at 412-325-7309
- USPS Mail OR in person (between 8:00 AM & 4:00 PM)—Attention Maura—3447 East Carson Street, Pittsburgh, PA 15203

When your form has been received, you will be notified & supplied with information regarding procedure, protocol and speaker guidelines. Thank you for your time!



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Before approaching the Board, please note that:

- Issues surrounding dissatisfaction with Propel educators should first be discussed with the building Principal.
- Issues surrounding dissatisfaction with Propel's Administrative Team (or issues with educator that have NOT been solved by discussion with the building Principal) should first be discussed with Propel's Superintendent to seek solutions before making student/staff issues public.
- Human Resource items are confidential in nature. Board meetings are open to the public, and therefore NOT a confidential space. Propel's Board cannot discuss Human Resource issues without the expressed permission of the employee in question.
- Issues surrounding school policy, procedure, operation, programming or instructional materials should first be discussed with Propel's Superintendent.

7/2018/MD