

HCCS SCHOOL BOARD

Agenda Item Request Form

Howells Community Catholic School

HCCS values parent and community involvement and welcomes appropriate topics for School Board consideration. In accordance with the HCCS School Board bylaws, parents, guardians, parishioners, and other interested persons may request an opportunity to address the Board or submit a matter for Board consideration.

DEADLINE: Agenda requests must be submitted at least ONE WEEK before the scheduled School Board meeting.

How to Submit

- Submit this completed form to the HCCS School Office by email, or
- Submit it by email to the HCCS Teacher Facilitator.

Submitting a request does not automatically place the item on the agenda. The School Board President and Teacher Facilitator will review requests and determine appropriate agenda placement, consulting with the Pastor when appropriate.

Before Submitting a Request

Individual concerns involving a student, family, teacher, or staff member should ordinarily follow the school's normal concern-resolution process first. Parents should generally begin with the teacher or appropriate staff member, then the Teacher Facilitator, before requesting School Board consideration.

The Board President may set reasonable time limits for presentations and may redirect matters that are administrative, confidential, or outside the School Board's advisory role.

Agenda Request

Name	
Date	
Email / Phone	
School Board Meeting Date	
Topic Requested for Agenda	

Action or Outcome Requested (if any)	
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Brief Description / Background Information

For School Office / Board Use

Date Received	
Agenda Status	☐ Added to Agenda ☐ Referred to Teacher Facilitator ☐ Other: _____
Notes / Follow-Up	

Thank you for helping HCCS maintain open, respectful, and mission-focused communication.