PUTNAM COUNTY SCHOOLS

Putnam County Board of Education Public Participation Request Form

All forms must be received no later than 4:00 p.m. on the Thursday prior to the monthly general Board meeting. Sign up at the door will not be permitted.

Mail to: Mrs.Chenetta Thompkins

Putnam County Board of Education 158 Old Glenwood Springs Road

Eatonton, Georgia 31024 Fax to: (706) 485-3820 *Emails will not be accepted Date of Meeting you wish to attend: Topic to be addressed: (If you are making a presentation to the Board, please give a brief outline of your remarks). Please check if documents are a part of your presentation. Please include a copy of the documents when this form is submitted. All items submitted must be approved by the Superintendent prior to being placed on the agenda. Printed Name: _____ Daytime Phone: _____ Address: Signature: _____ Date: _____ My children attend (list schools) Approved: _____ Date: _____

Superintendent

PUTNAM COUNTY SCHOOLS

Public Participation at Board of Education Meetings

Before addressing the Board of Education, Board members request that a solution be sought by following a simple step-by-step process. Questions and concerns involving instruction, discipline, instructional materials, transportation and personnel should be addressed through:

- Teacher
- Principal
- Central Office Director
- Assistant Superintendent
- Superintendent

If a question or concern cannot be resolved by following this procedure, any Putnam County citizen or staff member may request to appear before the Board of Education. Only written request will be accepted and must be made by 4:00 p.m. on the Thursday before the monthly general meeting (usually the second Monday of the month). Sign ups will not be accepted at the door.

- View board meeting dates (link to dates):
- Print a copy of the Public Participation Request Form

The Public Participation session is held on an as-needed basis at each monthly general meeting. The Board Chairman will invite those who have submitted the appropriate form to come to the podium and address the Board on any subject, with the exception of personnel and/or a student issue. All public participation items should be kept to less than five minutes. Organized groups speaking on the same topic are also restricted to five minutes and are asked to cover only points not made previously. Copies for distribution must be submitted prior to the meeting with the Public Participation Request Form.

After the Public Participation session, discussion topics will be restricted to Board members only. All Board of Education meetings are open to the public, but your questions or concerns will not be resolved during public participation. More information or study may be needed before the Board can respond to your comments in writing.

Public Participation Request Forms are available on the system web site and also in the office of the Superintendent at 158 Old Glenwood Springs Road, Eatonton, Georgia 31024.

If you have questions concerning Public Participation, please contact Chenetta Thompkins at 706-485-5381.