



EUFULA CITY SCHOOLS

333 State Docks Road • Eufaula, AL 36027

(334) 687-1100 • Fax (334) 687-1150

TO WHOM IT MAY CONCERN

The Board of Education welcomes and encourages the citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the Eufaula City School System. The Board has requested that I provide guidelines to anyone requesting to address the Board.

The following guidelines, as outlined in the Board's policy on Public Participation, should be followed:

- Requests to appear before the Board should be submitted to the Superintendent at least twenty-four (24) hours prior to the meeting date.
- Such requests should specify the nature of the business to be taken up with the Board and the names of those who wish to address the Board.
- One member of the delegations should be selected as a spokesperson and his/her name provided to the Superintendent.
- The spokesperson will be allotted five minutes to present matters of the Board.
- The Chairman of the Board will not be obligated to recognize any person who desires to take up any business with the Board unless the time has been properly placed on the agenda for that meeting.

Please be aware that no official action will be taken during the meeting but may be taken after the Board has time to look into the matter more closely. It is encouraged that where problems exist, they be taken to the school first in an effort to expeditiously resolve them. Problems that cannot be resolved at the school level should then come to the Superintendent before going to the Board.

We hope this information will help you as you prepare to address the Eufaula Board of Education. We look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, which appears to read "Patrick J. Brannan, Jr.".

Mr. Patrick J. Brannan, Jr.
Superintendent

"Building our Future on a Tradition of Excellence"