



Request to Address the Board of Directors

NOTICE

Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in Executive Session. Additionally, other topics you wish to address may only be appropriate for Executive Session. In such instances, the BOD will determine if your comments are appropriate for open session and will notify you accordingly.

Any complaint about Dorchester Academy, including instruction, discipline, personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff Member
2. Administration
3. Board of Directors

If these channels have been exhausted, this form should be filled out and e-mailed to bod@dorchesteracademy.org at least 24 hours prior to the next scheduled board meeting.

The Board of Directors follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the Chair will announce your name.

You will have the floor for a maximum of 3 minutes.



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The Board of Directors encourages input from the stakeholders. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the provided e-mail. Written Comments must include name, address, and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.
2. Identify oneself and be brief. Comments shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 3 minutes.
3. The Board Chair may shorten or lengthen an individual's opportunity to speak. The Chair may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.
4. The Board Chair shall have the authority to determine procedural matters regarding participation from other attendees.
5. Be respectful, be patient, do not make threats or rude comments, limit side conversations, silence cell phones, please listen while others speak and do not interrupt.



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Name: _____ Phone Number: _____

Address: _____

Reason for Request: _____

Steps Taken to Resolve Grievance: _____

Signature: _____

Date: _____



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