

Harrisburg School District Submission Guidelines for Board Agenda Items

To ensure the effective flow of communication and adherence to Board of School Directors policy, these guidelines are designed to assist individuals or groups submit items for Board approval.

Board agenda requests are due to the Board Secretary in final form two weeks before the request is placed on a board agenda. Final form must include

- Statement of the action requested of the Board (e.g. “*To approve...*”)
- Concise rationale or explanation for the action
- All supporting documents

All requests must have final approval by the Department Director, as outlined below, before submission to the Board Secretary. Incomplete or inaccurate requests can delay submission to the Board.

The following due dates are in place through June 2012:

Due to Departments*:	Due to Board Secretary:	Board Meeting Date
January 17, 2012	Monday, January 23, 2012	Monday, February 6, 2012
January 30, 2012	Monday, February 6, 2012	Tuesday, February 21, 2012
February 14, 2012	Tuesday, February 21, 2012	Monday, March 5, 2012
February 27, 2012	Monday, March 5, 2012	Monday, March 19, 2012
March 12, 2012	Monday, March 19, 2012	Monday, April 2, 2012
March 26, 2012	Monday, April 2, 2012	Monday, April 16, 2012
April 16, 2012	Monday, April 23, 2012	Monday, May 7, 2012
April 30, 2012	Monday, May 7, 2012	Monday, May 21, 2012
May 14, 2012	Monday, May 21, 2012	Monday, June 4, 2012
May 29, 2012	Monday, June 4, 2012	Monday, June 18, 2012

If you have a/an...	...Send to these *Departments
Contract/Letter of Agreement/Memorandum of Understanding	Jeff Bader, Business Administrator at jbader@hbgsd.k12.pa.us or the Administration Building Note: These items are subject to review by the district solicitor before board approval. Please allow four weeks when submitting for approval.
Fundraiser Request	Tina Irvin, Business Office Administrative Assistant at tirvin@hbgsd.k12.pa.us or the Administration Building
<ul style="list-style-type: none"> • Out-of-State Field Trip Request • Overnight Field Trip Request (in-state or out-of-state) • Out-of-State Conference Request 	<i>Elementary:</i> Barbara Hasan, Assistant to Superintendent for Elementary Teaching and Learning at bhasan@hbgsd.k12.pa.us or the Administration Building OR <i>Secondary:</i> Carlos Lopez, Assistant to Superintendent for Secondary Teaching and Learning at clopez@hbgsd.k12.pa.us or the Administration Building
Personnel Action	George Nagle, Human Resources Administrative Assistant at gnagle@hbgsd.k12.pa.us or the Administration Building Note: Recommendations by supervisors and principals must be submitted on the Human Resources Recommendation Form located under “Administration>Human Resources” on the district website.
Use of Facilities Request	Roxanne Bowman, Business Office Senior Administrative Assistant at rbowman@hbgsd.k12.pa.us or the Administration Building

Note: Community groups or individuals must complete a Use of Facilities Request Form, obtain approval from the Building Principal/s, and then submit the Request to the Business Office adhering to the above due dates. The Use of Facilities Request Form is on the district website under “Administration>District Form Repository.”