

MACIE AGENDA REQUEST

The MACIE agenda is open for informational presentations during a one-hour section of the agenda. There is also the “new business” section of the agenda that is reserved for potential board action items. Please fill out this form to request to be placed on the agenda.

Name of person presenting: _____

Contact Information: Phone _____ Email _____

Organization: _____

Date of Request: _____ Select one: Presentation _____ New Business _____

Presentation Title: _____

Description of Presentation:

Technology Requirements: Please list what you will need for presentation

Return by **November 18, 2020** to both Joan Franke - jfranke@mt.gov and Lona Running Wolf – lona.runningwolf@mt.gov
Office of Public Instruction
PO Box 202501
Helena MT 59620-2501
(406) 444-3924 (fax)

Agenda date: _____

Allotted time-slot: _____

Approved by Chairperson: _____

Due date for board packet information from presenters: **November 25, 2020**

Deadline for board packet completion and posted Agenda: **December 2, 2020**

Checklist for presentation:

_____ AISA emailed presenter their time-slot information

_____ Presenter has sent in hand-outs/information for the board packets by deadline requirement