



BOARD MEETING REQUEST
GULF COAST ACADEMY
10444 Tillery Road, Spring Hill, Florida 34608
(352)688-5092, info@gulfcoastacademy.org
www.gulfcoastacademy.org

Dear Parent / Guardian,

The GCA Administrative Team and Governing Board strive to provide a climate where teaching and learning can occur in support of the school's mission. From time to time a situation may arise which you, as parent or guardian, may wish to bring to the attention of the directors or the governing board.

The GCA administrative team will work with you to resolve/answer any concern or question which you may have; however a formal meeting with the governing board can be arranged by following the steps below.

1. Provide the following information:

Parent / Guardian Name: _____

Student Name: _____

Student Team and Grade: _____

2. What is your specific question or concern:

3. Did you discuss this question or concern with the school administration?

If yes, please provide the details including the date, time and location of this meeting:

Date of Meeting: ___/___/___; Time of Day: _____

Length of meeting: _____; Location of meeting: _____

List all parties in attendance at this meeting: _____

Brief summary of meeting events: _____

Continued on back...



Gulf Coast Academy of Science and Technology

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4. (Cont'd from previous page...) **Did the directors respond to your concern or question?** _____

5. **Did the school's directors offer a possible solution, resolution, or remedy?** _____

If yes, what was this solution, resolution, or remedy offered?

6. **Did you accept or reject the solution, resolution or remedy offered by the school's administration?**

If you rejected the solution, resolution, or remedy, please state your reason below?

Please suggest an alternate solution, resolution, or remedy if you rejected the plan offered by the school's administration.

7. **Would you like to address the school's governing board concerning this matter?** _____

If yes, would you like the opportunity to speak with the school's governing board and explain your position in person at the next regularly scheduled board meeting? _____

8. Thank you for taking the time to submit your written request to address the GCA governing board. You will be notified by mail of your appointment to address the GCA governing board concerning this matter within ten days of this form's receipt.

9. The decision of the governing board concerning this matter shall be final.

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Gulf Coast Academy of Science and Technology is committed to providing students a unique education through weekly field experiences integrated with a hands-on advanced middle school curriculum.