

BOARD REPORT TEMPLATES

Informational Memo

Use this template when you are presenting an “information only” report to the Board and no Board action is required. This is a simple memo format that provides an update on a topic.

Staff Report to the Board

Use this template for Board action items (resolution or policy and Board vote required).

Superintendent’s Recommendation to the Board

This template is no longer used.

As a reminder, all of the above documents must be submitted to the Chief of Staff by noon on the Wednesday prior to a Board meeting.