

Tips on Completing a [Staff Report to the Board](#)

USE THIS FORM FOR TOPICS WHICH WILL REQUIRE A BOARD RESOLUTION/ACTION

SUBJECT: Provide the title of the item.

BACKGROUND: Include information related to the history of the item.

BOARD COMMITTEE REVIEW (if applicable): Include information from Board Committee meetings and their recommendation(s).

RELATED POLICIES / BOARD GOALS AND PRIORITIES: Explain how the item relates to the District's policies and Board Goals and Priorities. Board Policies may be accessed at: <http://www.pps.k12.or.us/departments/board/867.htm>. Board Goals/Priorities may be accessed at: <http://www.pps.k12.or.us/departments/board/7859.htm>

PROCESS / COMMUNITY ENGAGEMENT: Describe process used to develop recommendation, including stakeholder engagement.

ALIGNMENT WITH EQUITY POLICY IMPLEMENTATION PLAN: Describe how this furthers the goals of the Equity Policy Implementation Plan.

BUDGET / RESOURCE IMPLICATIONS: Use this section to outline the budget implications of the action requested.

NEXT STEPS / TIMELINE / COMMUNICATION PLAN: Provide the next steps for the item, the timeline proposed, and/or how the item will be communicated to stakeholders/public. Will the item be submitted to the Board as an action item at a future date.

QUESTIONS FOR BOARD DISCUSSION: List those questions you would like to have discussed by the Board.

ATTACHMENTS: List any attachments you will submit with the report.

A SIGNATURE IS NO LONGER REQUIRED ON THE FORM