

SUPPORTING DOCUMENTATION

all C & I Agenda Items must include a RATIONALE FORM*

**Email Resolutions, Rationales and
Supporting Documents to**

ed_agenda@plainfield.k12.nj.us

Agenda Item	Support Documentation to Include
Trip	<ul style="list-style-type: none">• Trip Request Form• Rationale Form*• LESSON PLANS• Flyer, Brochure from Destination
Professional Development – Workshop	<ul style="list-style-type: none">• Rationale Form*• Brochure or Flyer• Registration Form
Professional Development - Consultant / Vendor	<ul style="list-style-type: none">• Rationale Form*• Consultant's Resume/Brochure• Contract
Partnership	<ul style="list-style-type: none">• Rationale Form*• Brochure• Contract if applicable
Submission for Grant Application	<ul style="list-style-type: none">• Rationale Form*• Copy of submission page

***RATIONALE FORM TEMPLATE ON NEXT PAGE**

**Anna Belin-Pyles
Superintendent of Plainfield Public Schools
Rationale for Agenda Items**

Board Meeting:

Originator:

Subject:

Directions: Answer each section in bullet form (short, clear and precise).

1. Purpose of item including recommended action:

2. Historical information (e.g., # of years of implementation, schools involved and selection process)

3. How does it align to District priorities? Please specify.

4. Impact on District:

- **Operations:**
- **Financial:**
- **Staffing:**
- **Future Work:**

5. Is item a recurring item? Has program/initiative been evaluated? When? If no, has an evaluation been requested?

6. Controversial or negative issues of importance to the Board and/or District.

7. Is item a follow-up of a previous Board Member item or was it requested by a Board Member? If yes, who?

8. What are the potential problems with this item? Is there institutional history that can shed some light as to potential issues?

9. Are purchasing, contractual, and/or RFP procedures required with this item? If so, have all required procedures been implemented and adhered to?

10. Name of staff member who will be present at Work/Study and Business meeting to answer questions.

Name:

Title:

Office:

Telephone Number: