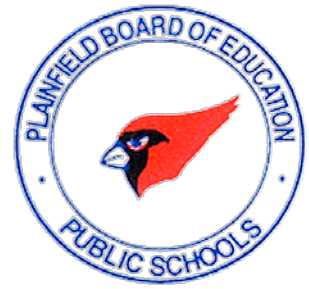


Agenda Item Format 2016-2017



Resolutions **MUST** clearly reflect the following elements

What	<ul style="list-style-type: none"> • What is the purpose of the item?
Who	<ul style="list-style-type: none"> • Who is involved and/or will be impacted by the item? • How is involvement defined? • What is the level of involvement? • How many students, teachers, staff? • How is impact measured? Evaluated?
When	<ul style="list-style-type: none"> • What are the salient dates and times associated with the item? • When will it begin? • When will it end? • Is it weekly, monthly, annually, or recurring annually?
Where	<ul style="list-style-type: none"> • Where will the item manifest? • Schools? • What Schools? • How many? • Why this school or these schools? Why not others? • What were selection criteria? • Conferences? Where? Sponsored by whom?
Why	<ul style="list-style-type: none"> • Why is this item being brought forth? • Is Board approval required? • Is it state mandated? • Is it linked to District Strategic Plan? • What goal, Objective, and/or metric? • What is the value-add to district, school, students, and staff? • Is there a research base? • Can this be done internally?
How	<ul style="list-style-type: none"> • How will this be implemented, delivered, monitored, measured, and evaluated?
Costs	<ul style="list-style-type: none"> • What are the costs associated with this item? • What is the funding source? If district funded, is it budgeted for current fiscal year? • Has this been verified? By Whom? When? • What, if any are the external funding sources? • Can this be done "in house"? • Why this vendor, consultant, and/or company? • What, if, any are the contractual commitments and/or agreements?
History	<ul style="list-style-type: none"> • What, if any, are the historical implications of this item • Has it been previously implemented? • When? How long? Was it successful?
Policy	<ul style="list-style-type: none"> • What, if any, are the national, state, and/or district policy implication of this item?
Politics	<ul style="list-style-type: none"> • What if any, are the national problems and/or district policy implications of this item?
Potential Problems/Controversies	<ul style="list-style-type: none"> • Are there any potential problems and/or controversies associated with this item (do not write in item but be sure to discuss during submission)?