

**SHASTA COUNTY BOARD OF EDUCATION
BOARD AGENDA ITEM REQUEST FORM**

This form is due to the Superintendent's Executive Assistant eight (8) calendar days prior to the Board meeting date

Board meeting date: _____

Agenda item topic: _____

Name of person requesting agenda item: _____

Name of person to attend Board meeting to address agenda item: _____

Name of Cabinet level supervisor for this agenda item: _____

Date reviewed by Cabinet level supervisor: _____

Additional materials are provided with this form for the Board agenda packet: Yes No

Type of agenda item (check one):

- Action on Consent Agenda (these items are of routine nature or items for which no discussion is anticipated at the meeting, the Board has the option to request that these items be discussed at the meeting before taking Action)
- Action on Regular Agenda (these items are discussed by the Board at the meeting before taking Action)
- Discussion (these items are presented to the Board at the meeting and will be discussed)
- Information (these items are not discussed at the meeting unless requested by the Board at the meeting)
- Recognition (the person requesting to do a recognition will make arrangements for those being recognized to attend the Board meeting)

Agenda Item Background/Description:

*The following areas are to be completed for **Action** agenda items only:*

Analysis:

Recommendation: