

## Sample Agenda Action Sheet

Date: \_\_\_\_\_

Subject \_\_\_\_\_

Administrator Responsible: Name \_\_\_\_\_ Position \_\_\_\_\_

**A. Purpose of Agenda Item:**

☐ Information only ☐ Action needed

**B. Authority for This Action:**

☐ Local Policy \_\_\_\_\_ ☐ Law or Rule \_\_\_\_\_

**C. Strategic Objective, Goal, or Need Addressed:**

*(If need is not identified in district or campus goals, what priority should it be given in relation to goals? Include reason for recommending change in priorities and how the need will be introduced into planning process.)*

**D. Summary:**

Previous board action relating to this item—  
Future action anticipated—  
Background information—

**E. Alternatives Considered:**

Scope of options reviewed—  
Reasons for rejecting alternatives—

**F. Comments Received:**

From site-based team, district-level team, other advisory group—  
From public—

**G. Administrative Recommendation:**

Advantages/benefits of this proposal—  
Expected results in terms of student benefit/achievement—  
Possible problems or disadvantages of this proposal—  
Affect of this action on other parts of the system:  
Consequences of not approving recommendation:

**H. Fiscal Impact and Cost:**

Immediate—  
Future/Ongoing—

**I. Monitoring and Reporting Time Line:**

Person responsible for evaluating this decision or action—  
Evaluation method and time line—  
Next report to the board—