

STANDING COMMITTEE REPORT FORM

All Standing Committees, as used in this provision, will comply with all of the following guidelines:

1. Meets outside of the contract day.
2. Called at the direction of the administration for the betterment of the schools.
3. District wide committees;
 - a. all buildings will have this committee, or
 - b. all buildings will be represented on this committee, or
 - c. special committees that have been approved by the Superintendent
4. Shall be paid according to the Extra Duty Pay provision of the Professional Agreement.

This form is to be completed by an appointed recorder and submitted to the administrator at the end of each meeting. The recorder shall also keep a copy of this record.

Committee title _____

Building or group represented _____

Signatures of members in attendance:

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Date _____

Meeting # _____

Time initiated _____

Time adjourned _____

Total time _____

Agenda must be attached to this form.

Summary or contents are optional in the remaining space.