



## INSTRUCTIONS FOR PREPARING AND SUBMITTING BOARD OF EDUCATION AGENDA ITEMS 2023-2024

Templates and instructions can be found at

<https://tracyusd.sharepoint.com/HumanResources/eForms/Pages/default.aspx>

From the Staff Portal click the link to “District E-Forms” and then click “Superintendent’s Office”

Please prepare your documents according to the templates found at the above link. The memorandum(s) must be submitted BY EMAIL ONLY to the appropriate secretary of associate superintendent ***by the deadline listed on the board calendar*** for the respective Board meeting along with any back-up (contract, etc) that you may have for the Board (also submitted by email).

### **AGENDA ITEM FORMAT**

**A. DIVISION NAME:** Times New Roman, 26 point, bold and centered under our logo.

**B. TO/FROM NAMES:** Agenda item and cover sheet will always state to the superintendent and from the associate superintendent. “Prepared by” will remain director or principal name.

**1. Font:** 12 point Times New Roman, word document

**2. Paragraphs:** Justified

**3. Bold & Capitalize Headings:** TO, FROM, DATE, SUBJECT BACKGROUND, RATIONALE, FUNDING, RECOMMENDATION.

**4. Subject Line:** Bold all words in the subject line and capitalize the first letter of each word.

**5. Punctuation:** There **is no period** at the end of the subject line. There **is a period** at the end of each paragraph in the body of the agenda item.

**6. Recommendation Line:** Must match the same wording/format as the subject line but is NOT in bold. (Some exceptions for HR items)

**7. Attachments:** These can be in PDF or word. Submit as a separate document from your agenda item by email.

**8. Spacing:** Only one space between paragraphs in the body of the agenda item.

**9. Orphan sentence:** Please be sure to check your document for an orphan sentence or word. Many times if you adjust spacing you can get it on the previous page.

**BACKGROUND:** Include who, when, where and why the service will be provided.

**RATIONALE:** Explain the basic reason for making this request or proposal to the Board at this time. This section must also reference the district goal the agenda item supports.

**FUNDING:** List funding source and proposed cost or savings. Is it budgeted or not budgeted? An Agreement for Special Contract Services is required for outside services of a consultant or organization, must be signed by contractor prior to Board approval.

**RECOMMENDATION:** Include what it is that you want the Board to approve, be concise, but thorough. This statement will become the basis for the Board’s motion in taking action upon your request. Match the same wording as used for the Subject Line.

**Prepared by:** List the name of the **principal or director (or supt/assoc)** who is submitting this document and the site or department they represent.

## BOARD AGENDA REQUEST FORM FORMAT

**Board Agenda Request Form:** Submit this form by email as the first page of your agenda item (not as a separate document). The subject line on this form must exactly match the subject line on your agenda item, unless special circumstances (HR). This form will be returned to you after the Board meeting with the Board's action (approval or denial) noted on the document. If you have additional questions, please call the Superintendent's Office at 830-3201. This form can also be found on the district's e-forms in the superintendent's office section.

A few **EXAMPLES** of wording for subject/recommendation lines:

- Approve Overnight Travel to UC Santa Cruz for Tracy High School Drill Team and Advisor for USA Dance/Drill Team Camp, August 2 - 4, 2021. (Remember: *students must receive permission from the Board for overnight or out-of-state travel. Staff must have board approval for out-of-state travel, but not necessary for overnight travel (only if there are students.)*)
- Approve Service Agreement for John Smith, Presenter for Staff Development Training for Central Elementary School Staff, January 26, 2021.
- Adopt Board Policy 1234, Visitors on Campus (1<sup>st</sup> Reading) and Acknowledge Administrative Regulation 1234, Visitors on Campus (Please note board policies are "**adopted**" and require at least 2 readings; Administrative Regulations are "**acknowledged**"; Resolutions are "**adopted**").
- Receive Report on Status of Measure E Projects

### OTHER

**CLOSED SESSION ITEMS (HR):** The subject line for the majority of your closed session items should read "**Consider. . . .**" the recommendation line will then read "**Approve. . .**" or "**Deny. . .**", depending on staff recommendation. All other items follow guidelines above.

**STUDENT SERVICES:** Closed session student matters will continue to be submitted by hard copy. (Student Services due dates have a separate calendar).

These are only a few examples. If you need assistance in wording or have questions, please call the Supt's Office at 830-3201, Educational Services at 830-3202, or Business Services at 830-3230.

**ASSOC SUPTS' SECRETARIES: (HR, EDUCATIONAL SERVICES, BUSINESS SERVICES)**  
You will receive agenda items by email from departments or school sites. Please review them for formatting/spelling, etc. Once you have reviewed/revised it, please save it on the "Board Agenda Prep" teamsite located at <https://staff.tusd.net/sites/BoardAgendaItems>. Please make a copy of this link and save it to "my links" or favorites. There is a document library for each of your divisions. Please save the agenda item in the appropriate board meeting file. Save the item with date and topic such as "06.11.21 CES Artists in Residence". Also if there are attachments for the item, please save it exactly the same except with the word "attachment" at the end. This way items will be saved next to each other and makes it more efficient. Supts will review and approve by placing their initials in the lower left hand corner of the agenda request form. If revisions are needed, they will either note it on the request form or send you an email. When they are approved, I will make one copy for agenda prep. Please remember to double check the agenda items you upload for items 1-9 above.