**SAMPLE COVERSHEET FOR BOARD REPORTS**

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| Who or what committee is presenting this report? |  |  |
| The Issue |  |  |
| Background information |  |  |
| What is expected from the Board at this time?1. **VOTE**: A proposal for Board Action or Vote
2. **DISCUSSION ONLY:** An strategic issue for Board discussion and input
3. **LISTEN:** Information for the Board’s education
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| Amount of time requested on the agenda |  |  |
| What will happen if no action is taken? |  |  |
| Alternatives considered |  |  |
| Who was consulted |  |  |
| Budget Impact – if any |  |  |
| Who to contact with questions about this item |  |  |