

**ACTION ITEMS**

The purpose of this policy is to maximize the quality of presentations made to the School Board, minimize the time required to make the presentation and to provide a uniform format for presentations. This policy is applicable to all requests/presentations made to the MSAD #40 School Board for the purpose of requesting Board approval or disapproval of a proposed action.

All individuals requesting School Board action (approval or disapproval) on any matter must prepare a point paper using the format provided in Policy BDEB-R - Point Paper Form.

1. This form shall be provided to all board members through the office of the Superintendent of Schools at least two (2) working days prior to the School Board meeting at which the presentation is scheduled. Failure to provide this form to all board members will result in the presentation being rescheduled to a later date.
2. Failure to follow the Point Paper format may result in the presentation being rescheduled to a later date.
3. Failure to provide all of the required information will result in rescheduling the presentation to a later date after the deficiencies have been addressed.
4. The Point Paper form will become a permanent record and part of the minutes of the School Board meeting.

Any questions pertaining to the preparation of the Point Paper Form or this policy should be addressed to the Superintendent of Schools.