



TO: Members of the State Board of Education
FROM: State Superintendent
DATE: Board Meeting Date
SUBJECT: Should be the same as title provided on the Agenda

PURPOSE:

A brief statement as to why this item is being presented to the State Board and indicating what action, if any, is being requested from the Board.

BACKGROUND:¹

Provide any history on the program/project/activity being presented, e.g. cite statute (provide specific citation) or legislation that was passed by the General Assembly directing the activity to be started or that the activity evolved from another initiative begun years earlier. What assumptions were made in choosing a specific course of action? What alternative approaches were considered as well as why these approaches were rejected? Also in this section, it would be appropriate to identify other organizations that are involved in this effort. If there is supplemental information on the Internet that would provide greater understanding of the topic, provide the specific link to the site. (Please keep in mind when developing background information that the State Board members come from varied professional backgrounds and may not have a full understanding of everything as it pertains to the field of education and the MSDE.)

EXECUTIVE SUMMARY:

Provide the context for why the activity is being brought to the Board's attention, the issue being addressed, the importance of the activity to the work of the Department, and any recommendations/next steps/ calls-to-action resulting from the activity.

ACTION:

Indicate in one or two sentences what action is being requested of the Board, e.g. *Adoption of the Proposed Amendments to Regulation or Acceptance of the Report and its Recommendations*. If no action is being requested, simply state: No action required, for discussion only.

Attachments (If appropriate)

SUPERINTENDENTS INITIALS/Preparer's Initials (e.g. ABC/def)

¹ Please keep in mind when developing background information that the State Board members have varying degrees of knowledge of the history, functions and activities of the Department.