**NAME OF INSTITUTION / AGENCY/GROUP** *(followed by two lines of spacing)*

All major headers must be capped and bolded. All text under the major headers must be indented once (.5 inches) on the left; text must be justified; and single-spaced (no automatic spacing before or after paragraphs, see paragraph formatting) with one line space between paragraphs and one line space before the next major header. All text must be Arial 12 pt.

**SUBJECT**

Give the title of the subject to be reviewed – **This is the title of the document and must match the title on the Agenda and Table of Contents.**

**REFERENCE**

Date (Set at 2.5” Hanging Indent) If this topic has been previously submitted to the Board include each time it was submitted and the action taken by the Board, if any. There must be a new date for each separate Board Meeting where the item was reviewed or related action was taken. The order of dates is oldest at top; most recent at bottom. This section is for Board action or review only. Any related action by other entities should be listed in the BACKGROUND/DISCUSSION section.

**APPLICABLE STATUTE, RULE, OR POLICY**

List the applicable statue, rule, or policy that governs this particular subject. *Use the following wording/format as applicable. Replace the example policy, statute, or rule reference with the applicable number/reference.*

Idaho State Board of Education Governing Policies & Procedures, Section V.B.8.

Section 33-3717, Idaho Code

Idaho Administrative code, IDAPA 08.02.04 – Section 112, Accountability

**BACKGROUND/DISCUSSION**

Give a brief background of why this topic is being reviewed by the Board and detailed discussion points. Limit the use of acronyms. If acronyms must be used, use them only after defining them, and only for a few important terms that are repeated often that using the full term would make cumbersome to read. Use the same terms consistently. Use clear, direct words, not jargon. Omit unnecessary, useless and weak words. Omit long, unnecessarily complex, and run-on sentences.

**IMPACT**

Describe impact of the item being presented, financial or other. The impact of Board action or inaction on the item.

**ATTACHMENTS**

List any Attachments with this item and the page number(s) where they are found, using the following format:

Attachment 1 – Proposed Contract

Attachment 2 – Property Appraisal

**BOARD STAFF COMMENTS AND RECOMMENDATIONS**

*This section will be completed by Board staff.*

**BOARD ACTION**

Use the following format for all motions: Board staff may revise the provided motion, as necessary.

I move to approve the request by Institution / Agency for/to details of request including cost & source of funding if applicable. *(followed by two lines of spacing)*

Moved by \_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

*If* ***no motion*** *is required insert the following statement:*

This item is for informational purposes only.