

Connecting Waters Charter School

Creating Independent, Life-Long Learners

Parent Council Agenda Item Submittal Form

- Discussion/Action Report Presentation
 Correspondence Discussion Other _____

A. Parent Council (PC) Meeting Date: _____

B. Date of Submittal to PC Secretary: _____

C. Exact wording of the motion request you would like the PC to consider (if you desire action on your request): _____

E. Who will be presenting this request to the Parent Council? _____

This form, along with all documents to be placed in the agenda packet for PC members, needs to be submitted no less than **fourteen (14) working days before the scheduled PC meeting**.

Submit to: PC Secretary, 12420 Bentley Street, Waterford, CA 95386.

If your request is financial or personnel related, a copy of this form and all documentation must be sent to the following departments for review and approval **prior to** submission to the PC Secretary.

Personnel (job descriptions, etc)

Finance (for review of available funds)

Please be sure you have included everything needed to the Finance and Personnel Departments so that an accurate review and recommendation can be made. Turn in all documentation to the PC Secretary when the Personnel and Finance reviews are complete. If not complete, your item will not be placed on the agenda and will need to be resubmitted the following meeting period.

Administration will review the completed submission form and all related reviews from Personnel and/or Finance. PC Secretary will then submit the request with the recommendation of Administration to the PC.

1. Items submitted meet the requirements of **Human Resources Department**?

YES NO Department Representative Signature: _____

2. **Finance Department** reports adequate funds available?

YES NO Department Representative Signature: _____

3. Administration recommends to the Parent Council this request be:

Approved Denied Signature Executive Director: _____

Circle equipment needed: Computer monitor projector Desktop PC w/ internet access
DVD VCR Video camera

Request Submitted by:

Print Name

Signature

Department

Date