

# Connecting Waters Charter Schools

Creating Independent, Life-Long Learners

☐ Discussion/Action

☐ Report

☐ Presentation

☐ Correspondence

☐ Discussion

☐ Other \_\_\_\_\_

A. Board of Directors Meeting Date: \_\_\_\_\_

B. Date of Submittal to Board Secretary: \_\_\_\_\_

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

D. Who will be presenting this request to the Board of Directors? \_\_\_\_\_

This form along with all documents to be placed in the agenda packet for the Board Members, needs to be submitted no less than **14 school days before the scheduled board meeting**. Submit to: Board 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 board secretary to be forwarded for review and approval to the **Personnel** and/or **Finance** Departments.

**Personnel** (job descriptions, etc.)

**Finance** (for review of available funds)

Please be sure you have included everything needed to the Board Secretary for the Personnel or Finance request so that an accurate review and recommendation can be made. If not complete, your item will not be placed on the agenda and will need to be resubmitted for the next scheduled board meeting.

**Administration** will review the completed submission form and all related reviews from Personnel and Finance. The board secretary will then submit the request with the recommendation of Administration to the Board of Directors.

- |  |
|--|
| 1. Items submitted meet the requirements of the <b>Personnel Department</b> ?<br><b>Yes No</b> Department Representative Signature _____ |
| 2. <b>Finance Department</b> reports adequate funds available?<br><b>Yes No</b> Department Representative Signature _____                |
| 3. Administration recommends to the Board of Directors this request be:<br><b>Approved Denied</b> Signature Board President: _____       |

**Circle equipment needed:**    Laptop, Monitor, and Projector    Internet Access  
DVD    VCR    Video Camera

**Request Submitted by:**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Date**