

Board of Trustees

Title of Presentation or Item:

Topic:

Date of Board Meeting:

Lead Staff Contact Information: Name, email, and phone number

SUMMARY

(Include purpose)

CONTEXT

(Include background)

DISCUSSION QUESTIONS:

RECOMMENDED ACTION (only for action items)

(Also include any alternative recommendations if necessary)

FISCAL IMPACT

NEXT STEPS

(Describe any follow-up Board or staff actions expected to be required later)

ATTACHMENT(S)