

TEMPLATE

Insert name SUBCOMMITTEE REPORT

ACTION: *List action sentence(s) from SOW*

OVERVIEW:

IMPACT:

REFERENCES: *if applicable, you might reference a Zoom recording, research paper, etc.*

Questions to answer and send back to Chair

1. How much time do you estimate your subcommittee will need to complete the report?
2. What alternative meetings dates can you meet? (I will work with the school board clerk to set-up these meetings.)
3. Would you like an ACPS staff member to attend your meetings? Who? Why?