

REPORT ON THE PROCEEDINGS OF A MEETING

Name of person reporting _____

Name and/or theme of meeting _____

Date(s) of the meeting _____ **Place of meeting** _____

Meeting was sponsored by _____

Please summarize the major points and concepts emphasized.

Should we examine some of these ideas and concepts in more depth for possible use and implementation within our school system?

Would you like an opportunity to discuss the output of this meeting with other teachers and administrators in the near future?

Participant's Signature

This summary statement shall be completed, if requested, by all personnel who receive permission to attend professional meetings using Board of Education funds. One copy to building Principal to be sent to Superintendent's office.