



# HOWARD LAKE • WAVERLY • WINSTED

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## HLWW SCHOOL BOARD *COMMITTEE REPORT*

Beginning in 2021, the HLWW School Board members will submit a written committee report on a monthly basis. These committee reports will then become part of the consent agenda at the next month's board meeting.

It is the responsibility of each committee to report, however brief it may be. If a committee did not meet during a particular month, the written report must still be submitted and "NO MEETING THIS MONTH" should be recorded.

Written reports must be submitted to the HLWW District Office by the 1<sup>st</sup> Monday of the month, so as to give time for the report to be included in the board meeting packet.

If you have any questions about your monthly report, you should contact the board chairperson.

**NO REPORT IS NEEDED FROM THE BUDGET COMMITTEE. ANY INPUT AND REPORTING FROM THIS COMMITTEE WILL BE PART OF THE TREASURER'S REPORT AT EACH BOARD MEETING.**

**ONLY ONE (1) MEMBER OF THE COMMITTEE NEEDS TO SUBMIT A REPORT.**

Committee Name \_\_\_\_\_

Committee Members (indicate present or absent)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check one

present	absent
present	absent
present	absent

Date of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_

Summary of Meeting