**GAEA Board Report**

Type directly onto this form, save it for your records and **e-mail it to Lynn Hatcher** [hatcherly@fultonschools.org](mailto:hatcherly@fultonschools.org)

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Board Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

Instructions:

* Highlight Information if you are submitting a report that does not require any board discussion
* Highlight Discussion if you have items that need to be discussed with the board
* Highlight Action if you have items that need to be discussed and a motion will be put forward to the board. If you are submitting a motion please write it out in detail so it may be directly submitted to the minutes.
* **Information reports are submitted to the minutes and will not be added to the agenda while Discussion and Action reports are added to the agenda for board discussion and/or approval etc.**

☐ Information ☐ Discussion ☐ Action