

**CODE: BEDB-R**

**FORMAT FOR PROPOSALS AND REPORTS,**

All proposals made to the Kittery School Committee, which require or request that an action be taken by the Committee, will be submitted in written form. The content will consist of the following:

Executive Summary

Statement of Need

Proposed Solution

Rationale for the Proposed Solution (including costs)

Adopted: December 19, 1985

Revised: May 21, 1991

Revised: July 5, 1994

