

Unit Building Committee  
Sample Agenda Item Form

A concern exists school-wide on the following. Please place it on the agenda for the next UBC meeting.

Name(s) of Requestor: \_\_\_\_\_

Grade Level/Department: \_\_\_\_\_

**Interest:**

(Example: I want to get back to class on time after recess).

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**Description of Concern:**

(Example: Too much class time is being wasted after the bell rings at recess. I feel like I wait forever for kids to line up. When I give them pink slips, I am the only one who does this and it makes me, "the mean one.")

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**Possible Solution:** (please continue on back is needed)

(Example: Develop a school-wide policy that everyone is given and make sure it is instituted and followed.)

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