

TO: All Board Members
FROM: Roy Truby, Executive Director, NAGB
DATE: October 30, 2001
SUBJECT: Attendance Plans for November Board Meeting

To assist us in making plans for the November 15/17, 2001 Board meeting, please complete the information below and respond via email to Munira Mwalimu at Munira.Mwalimu@ed.gov <<mailto:Munira.Mwalimu@ed.gov>> or fax back your response by November 9, 2001. Our office fax number is (202) 3576945. Your prompt response is appreciated. Thank you very much.

Board Member Name: _____

My plans for attending the November 15/17, 2001 Board meeting are as follows:

Thursday, November 15

| | | |
|--|-------|------|
| Assessment Development Committee, 12 3:30 p.m. (Closed session) | * Yes | * No |
| Ad Hoc Committee, 3:30 5:00 p.m. | * Yes | * No |
| Executive Committee, 5:30 7:00 p.m. (Closed session 6 7 p.m.) | * Yes | * No |

Friday, November 16

| | | |
|---|-------|------|
| Committee meetings and full Board meeting (8:30 a.m. 5 p.m.) | * Yes | * No |
| Group dinner at La Tomato (Modern Italian Cuisine) 1701 Connecticut Avenue NW @ 7 p.m. | * Yes | * No |

Saturday, November 17

| | | |
|--|-------|------|
| Full Board Meeting (8:30 a.m. 12 noon) | * Yes | * No |
|--|-------|------|