

Regular Board Meeting

Wednesday, July 8, 2026 7:00 PM

Board Room, 123 Sunshine Blvd., Mechanicsburg, PA 17050

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

3.A. Elementary Presentation

4. **Consent Agenda**

4.A. Approve Board Meeting Minutes

5. **Approve Contracts**

6. **Adjourn**

PSBA TRAINING COMPANION AGENDA

Use this to make sure you cover all subject matter pertaining to each topic/subtopic in the PowerPoint.

Introduction

Who you are (Page 2)

Digital submission of questions (Page 3)

State that general training for all, with district specific question referred to support (Page 3)

#1: Before a Meeting:

Overview of User Permissions and Permission Levels (Page 6)

Overview of the Use of Meeting Status (Page 7)

How the statuses work

Who sees what

When it becomes available to the public

Walkthrough of Meeting Creation (Page 8)

Meeting template

Title, time, date, meeting type including committee meetings

Walkthrough of Agenda Creation (Page 9)

Adding agenda items

Importing agenda items

Agenda item fields

Attachments

Reordering agenda items

Publishing the Meeting and Sending Notifications (Page 10)

Show public page

PSBA TRAINING COMPANION AGENDA

Mention subscribe button

Bathroom break and submitted questions

#2: During a Meeting:

Screen tour of View Meeting Details (Page 12)

Running a Meeting (Page13)

Minutes manager tools (Page 14)

Meeting Documents (Page 15)

Agenda report

Meeting packet

Minutes

(Skip public notice)

Bathroom break and submitted questions

#3 After a Meeting:

Publishing Approved Minutes (Page 17)

Three-step minutes

Changing status to complete

Show public page

Streaming a meeting/URL (Page 18)

Bathroom break and submitted questions

Concluding Remarks:

Questions and Next Steps Email