

RSB Work Session
Tuesday, November 25, 2025 6:00 PM Alaskan

ZOOM
500 Big Dog Salmon Way
Angoon, AK 99820

III Albert Kookesh: Present
Stacey Proctor: Present
Jack Strong: Present
Jen Todd: Present
LeAnn Weikle: Present

Present: 5.

All board members present.

1. Call Meeting to Order
2. Discussion Items
 - 2.1. Board Policy Review
AASB Board Policy Recommendations
 - 2.2. BP- BB 9123 Secretary/Treasurer
 - 2.3. The March Work Session date lands on the Tuesday of Spring Break, March 24th.
Does the board wish to change the date to Tuesday prior to Spring Break, March 17th?
 - 2.4. Discuss the Features available on Board Books and the printing of meeting packets.
 - 2.5. Strategic Plan Update
 - 2.6. School Vehicle Registration
3. Adjourn Meeting

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

ADMISSION

BP 5111(a)

Note: Pursuant to 4 AAC 06.060, authority to deny admission to a student is vested with the School Board. The following sample policy authorizes the Superintendent or designee to deny admission to children who don't meet established entrance requirements.

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The School Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or School Board policy.

(cf. 5112.6 - Education for Homeless Children and Children in Foster Care)

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5116 - School Attendance Boundaries)

(cf. 5117 - Interdistrict Attendance)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Note: A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade, is of school age. AS 14.03.070. The school year begins on July 1 and ends June 30.▼

Deleted: Pursuant to AS 14.03.080, the School Board may admit children under school age who meet School Board standards of mental, physical, and emotional capacity necessary to perform satisfactorily in school and may admit children under school age to kindergarten, as provided below. In 2003, the legislature amended the early-entrance statute for the purpose of clarifying that two-year kindergarten programs are not authorized. Districts with early entry into kindergarten must have an educational program prescribing that under school age students advance through the curriculum or grade level by the following school year. This is a programmatic requirement and is not meant to limit individualized student assessment. In 2004, the early entrance statute was again amended to provide School Boards with the option of delegating early entrance decisions to the Superintendent or designee. The School Board may establish a kindergarten class for children who are five on or before September 1 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition....

[WORKSHEETS for the district policy committee:](#)
[DISCARD WHEN FINISHED](#)

Students

ADMISSION (continued)

BP 5111(b)

A child five years of age on or before September 1 may be admitted to kindergarten. The School Board authorizes the admission of students under school age who [are at least four years of age at the beginning of the school year, provided they exhibit the mental, physical, and emotional capacity](#) to perform satisfactorily, including advancement through the curriculum or grade level by the following year. The Superintendent or designee is delegated authority to make early-entrance determinations. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. ▼

Deleted: the ability

Deleted: (AS 14.03.080)

Deleted: ¶

▼ [Students subject to suspension or expulsion under AS 13.03.160 in the District or another district are not guaranteed admission.](#)

Legal Reference:

ALASKA STATUTES

14.30.010 *When attendance compulsory*

14.03.020 *School year*

14.03.070 *School age*

14.03.080 *Right to attend school*

14.30.045 *Grounds for suspension or denial of admission*

[14.03.160 *Suspension or expulsion of students for possessing weapons*](#)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 *Immunizations required*

UNITED STATES CODE

42 U.S.C. 11432 - 11433 *McKinney-Vento Homeless Assistance Act*

Revised [6/2025](#)

Deleted: 3/2017

BP 5111 ADMISSION

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The School Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or School Board policy.

(cf. 5112.6 - Education for Homeless Children and Youths)

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5116 - School Attendance Boundaries)

(cf. 5117 - Interdistrict Attendance)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Note: Pursuant to [4 AAC 06.060](#), authority to deny admission to a student is vested with the School Board. The following sample policy authorizes the Superintendent or designee to deny admission to children who don't meet established entrance requirements.

Note: *A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade, is of school age. [AS 14.03.070](#). The school year begins on July 1 and ends June 30. Pursuant to [AS 14.03.080](#), the School Board may admit children under school age who meet School Board standards of mental, physical, and emotional capacity necessary to perform satisfactorily in school and may admit children under school age to kindergarten, as provided below. In 2003, the legislature amended the early-entrance statute for the purpose of clarifying that two-year kindergarten programs are not authorized. Districts with early entry into kindergarten must have an educational program prescribing that under school age students advance through the curriculum or grade level by the following school year. This is a programmatic requirement and is not meant to limit individualized student assessment. In 2004, the early entrance statute was again amended to provide School Boards with the option of delegating early entrance decisions to the Superintendent or designee. The School Board may establish a kindergarten class for children who are five on or before September 1 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.*

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Legal Reference:

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[14.30.010](#) When attendance compulsory

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[14.03.080](#) Right to attend school

[14.30.045](#) Grounds for suspension or denial of admission

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) Immunizations required

UNITED STATES CODE

[42 U.S.C. 11432 - 11433](#) McKinney-Vento Homeless Assistance Act

Adopted 1/21/2020

Chatham School District

By laws of the Chatham School Board

SECRETARY/TREASURER

BP 9123

The Secretary/Treasurer to the Board shall oversee the following:

1. Preparation and maintenance of Board Minutes.
2. Maintenance of Board records, documents and financial reports.
3. Other duties as assigned by the Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Board Minutes)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

**CHATHAM SCHOOL DISTRICT
DATE OF ADOPTION:**

BB 9123 CLERK/SECRETARY AND TREASURER

The Clerk/Secretary to the Board, shall have the following duties:

1. Prepare and maintain the Board minutes.
2. Maintain Board records and documents.
3. Submit to Board the correspondence addressed to it.
4. Review purchase orders and sign checks.
5. Other duties as assigned by the Board.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Board Minutes)

Legal References:

ALASKA STATUTES

[14.08.091](#) Administration

[14.14.070](#) Organization of school board

Revised 9/97

Adopted: 11/2006

Yupiit School District

BB 9123 CLERK AND TREASURER

Note: [A.S. 14.14.070](#) requires the election of a clerk, and further states the Board of Education may appoint one of its members as board treasurer.

The Clerk/Secretary to the Board of Education, shall have the following duties:

1. Oversee the preparation and maintenance of the Board of Education minutes.
2. Oversee the maintenance of Board of Education records and documents.
3. Perform any other duties assigned by the Board of Education.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the Board of Education.

(cf. 3300, Expenditures/Expending Authority)

(cf. 3530, Risk Management)

(cf. 9120, Officers and Auxiliary Personnel)

(cf. 9322, Agenda/Meeting Materials)

(cf. 9324, Board of Education Minutes)

Legal Reference:

ALASKA STATUTES

[14.08.091](#), Administration

[14.14.070](#), Organization of Board of Education

ADOPTED: 07/01/2017

REVISED: 08/2021

Juneau School District

A.S. 14.14.070 requires the election of a clerk, and further states the School Board may appoint one of its members as board treasurer.

Clerk

- a. The Clerk shall ensure that an accurate record of the proceedings of the Board is kept and that an electronic copy of the proceedings is presented to each Board member and to the Superintendent.
- b. The Board delegates to the Superintendent's office the performance of all ministerial duties of the Clerk.

Treasurer

- a. The Treasurer is the custodian of District funds. He/she shall pay no money from the treasury except for purposes authorized by law.
- b. The Treasurer shall be bonded with sufficient sureties as the Board and the State may require.
- c. The Board delegates to the Superintendent's office the performance of all ministerial duties of the Treasurer.

(AS 14.14.020)

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3530 - Risk Management)
(cf. 9120 - Officers and Auxiliary Personnel)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9324 - School Board Minutes)

Legal Reference:

ALASKA STATUTES
14.08.091 Administration
14.14.070 Organization of school board

Revised 9/97

BB 9123 SECRETARY AND TREASURER

Note: [A.S.14.14.070](#) requires the election of a clerk, and further states the Board may appoint one of its members as board treasurer.

The Secretary to the Board, shall have the following duties:

1. Prepare and maintain the Board minutes.
2. Maintain Board records and documents.
3. Submit to Board the correspondence addressed to it.
4. Review purchase orders and sign checks.
5. Other duties as assigned by the Board.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Board Minutes)

Legal Reference:

ALASKA STATUTES

[14.08.091](#) Administration

[14.14.070](#) Organization of school board

Revised 11/10/11

9/92

Kake City School District

We appoint both a Clerk and Treasurer, but they each only perform 1 true duty. Our BP doesn't really reflect our practice.

Our Treasurer is asked to come in to speak with auditors during audit. The auditors always have to ask a few questions of one of the Board members as part of their audit process. There aren't really any other true duties that I am aware of. (This is not written into our BP, but it makes the most sense. If he is not available, we call another board member.)

I perform the Clerk duties, but he signs our approved minutes and other occasional documents.

Laurie Pardoe
Secretary to the Board
Kodiak Island Borough School District

Alaska school districts' board policies typically provide for the **election or appointment of a board treasurer** from among their members or as a separate agent. The specific duties and responsibilities are defined within each district's local policies and bylaws, often in consultation with the **Association of Alaska School Boards (AASB)** model policies and state law.

While the ultimate responsibility for fiscal oversight rests with the entire school board, the board treasurer typically has specific duties which may include:

- Presenting the **Treasurer's Report and Audit Summary** to the board.
- Providing financial information and reports as required by the board and the general assembly.
- Overseeing financial reporting for the district in coordination with the district's administration and business office personnel (e.g., School Finance Manager/Business Manager).

The treasurer role for the school board itself is distinct from the professional business/finance manager position who manages the day-to-day accounting and payroll operations of the district. The board treasurer provides a link between the administrative financial department and the full governing board.

The general powers granted to school districts by state law (AS 10.20.011, referenced in) allow boards to:

- Elect or appoint officers and agents, define their duties, and fix their compensation.
- Make and alter bylaws consistent with state laws for administering and regulating the affairs of the corporation (district).

School boards are encouraged to use the AASB policy services to ensure their local policies are current and aligned with state law and best practices. Therefore, the exact,

detailed responsibilities of a board treasurer are found within a specific district's local policy manual under the "Bylaws of the School Board" section (often Series 9000).



Michelle Shatswell <mshatswell@chatham.org>

Coming Soon: Easier Sign-In for BoardBook Premier

1 message

BoardBook <boardbook@boardbook.org>

Tue, Nov 11, 2025 at 10:30 AM

Reply-To: boardbook@boardbook.org

To: mshatswell@chatham.org

The BoardBook logo, consisting of a stylized icon of three overlapping squares followed by the text "BoardBook" with a registered trademark symbol.

BoardBook®



Single sign-on (SSO) is coming soon to BoardBook Premier!

Here's what you need to know:

What is single sign-on?

Single sign-on (SSO) lets you access BoardBook using the same login credentials you already use for other systems at your district, like your Google or Microsoft credentials.

How does this help?

SSO simplifies your login experience. One password means fewer hassles. No more juggling separate usernames and passwords. Just sign in once and you're good to go. It's also a secure method trusted by districts across the country.

What if I don't want to use single sign-on?

No problem! If you prefer, you can continue logging in with your current BoardBook username and password.

Once the feature is live, you'll receive an email notice with easy-to-follow instructions and support resources to help you get started.

As always, we're here if you have questions. Stay tuned!

Additional information:

Find the official [BoardBook Premier Training and Support Resources page](#) by clicking the ? icon and then selecting BoardBook Administration and Meeting Management Help from the dropdown menu. The page includes a collection of guides and video tutorials to help you get the most out of BoardBook Premier.

For additional questions, please contact support@boardbook.org or 888-587-2665.

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View Meeting Materials Using View Meeting Details

Whether reviewing meeting materials prior to a meeting or signing in during a meeting, viewing meeting materials in BoardBook® Premier is easy.

Selecting the Meeting

First, log in, this can be done using the meeting link in the notification email (which will take you directly to the 'View Meeting Details' screen), or you can use the Premier login link/address shown below:

<https://login.boardbook.org/>

The login link takes you to the 'Home' page which displays a limited list of the newest meetings, if you find the meeting you are looking for you can move to the next paragraph. A more extensive list of meetings is found on the Meetings screen. Navigate to that screen by using the Gray Menu Bar which runs across the screen. In the Gray Bar click on 'Meetings' and then 'Meetings, Minutes, and Agendas'.

Once you've found your meeting, click on the date/time/meeting title link. This will display a list of options. Choose the first option, 'View Meeting Details (Join Meeting)' as shown below.



Viewing the Meeting

This is the Meeting Detail screen. Below the gray menu bar is a blue bar with several options.



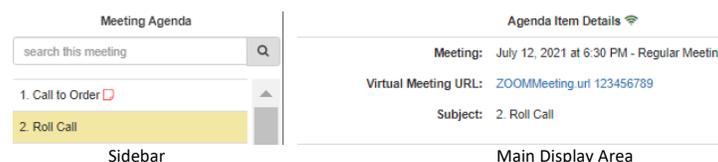
Back and Next arrows: Move up or down through the agenda items.

Follow Leader: If someone is using the meeting lead function, you can follow their screen. As they navigate through different agenda items and attachments, this will be displayed on your screen.

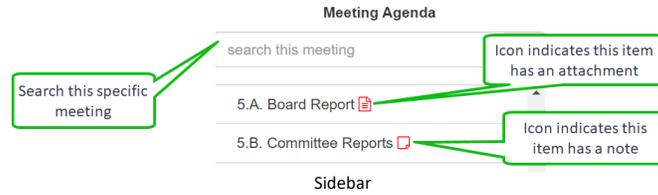
Raise Hand: Not available for all accounts, raising hand attracts the meeting leader's attention.

Tools: Provides options for downloading the meeting materials. These options are covered in detail in the handout BoardBook Premium – Download PDF Agendas or Packets.

Below the blue bar, the screen is divided into a sidebar on the left, and a main display area.



The Sidebar: Scroll through the agenda items and click to select what is shown in the display window.

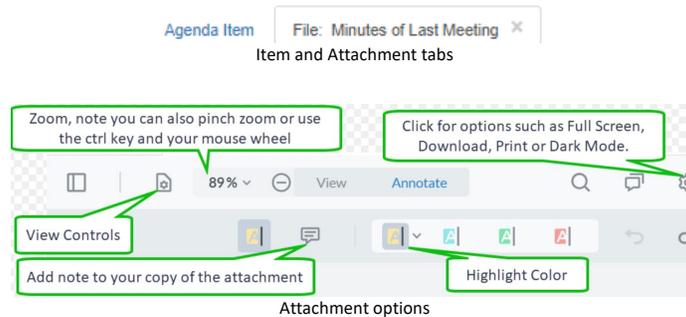


The Display Window: Shows the details of the item selected in the sidebar. The specific details displayed depend on which details were added for the item and your individual permissions.

Also, in the Display Window, you may see the Add Note tool. You can add notes to the agenda item currently displayed. These notes are not available to other users. Once added, Notes can be edited and deleted and will show up in your search results.

Attachments: Clicking on an attachment will open it in the display area.

At the top of the Display Window there will be a tab for the Agenda Item and one tab for each attachment you have open. Attachment tabs display the file name. As needed, you can switch between tabs or close an attachment by clicking the X in that tab. Clicking the Agenda Item tab returns the item view.



Some organizations' accounts may be configured for electronic voting. If yours is, someone with the Minutes Manager can trigger a vote. The motion and voting options will appear on your screen, where you can cast your vote.

View Meeting Materials Using View Meeting Details

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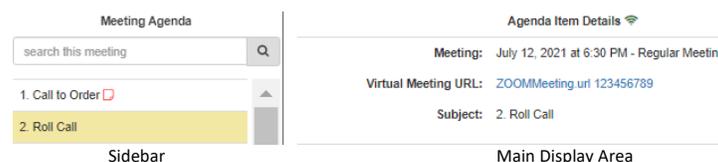
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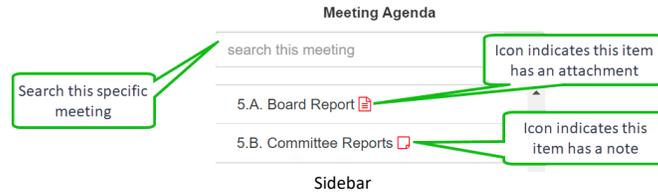
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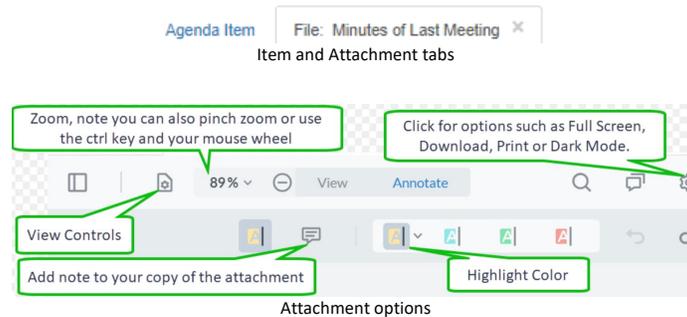


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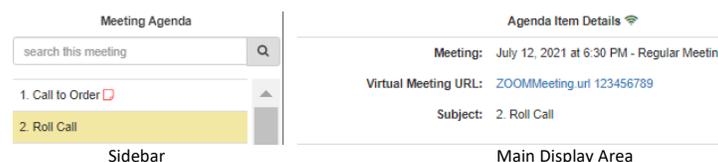
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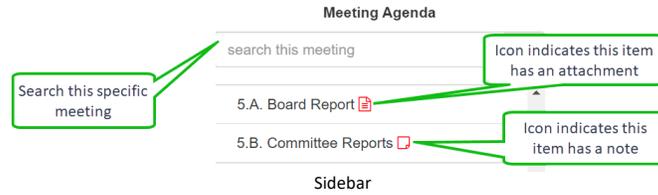
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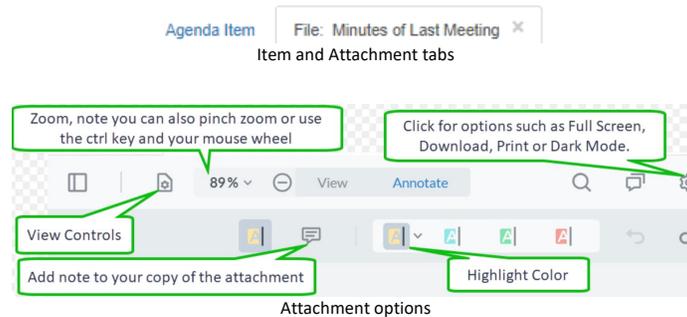


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View Meeting Details – View Options

The purpose of this document is to identify some additional view options available on the ‘View Meeting Details’ screen.

The videos and handouts mentioned in this document can all be found on our support page. The support page can be reached by clicking on the blue circle with the question mark (found at the top of the page) and selecting ‘BoardBook Administration and Meeting Management Help’.

The new options impact the View Meeting Details screen and are as follows:

Account level settings applying to all users:

- Hiding the menu

- Hiding the page footer

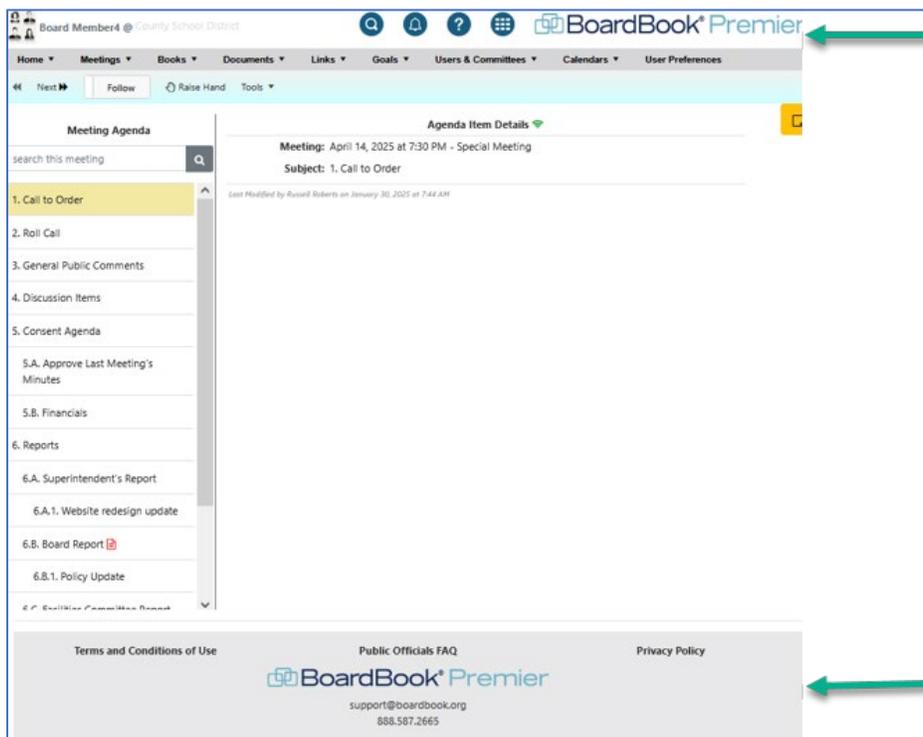
User level option, individual users can choose to use or not:

- Viewing Full Screen

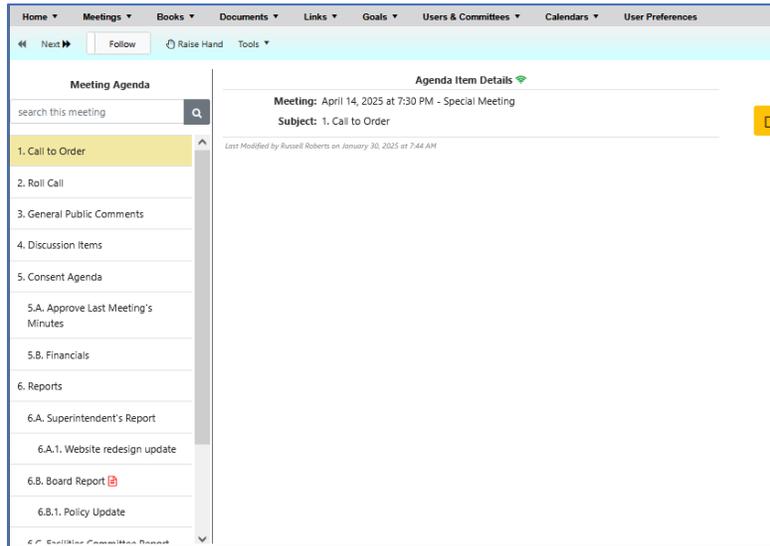
Note that both the menu and page footer can be hidden individually or both may be hidden.

Hiding the menu and or page footer:

Hiding either or both of these is an account level setting meaning it will impact all users of your account. First let’s see what hiding these looks like:



Now let’s look at the same screen with both the menu and page footer hidden.



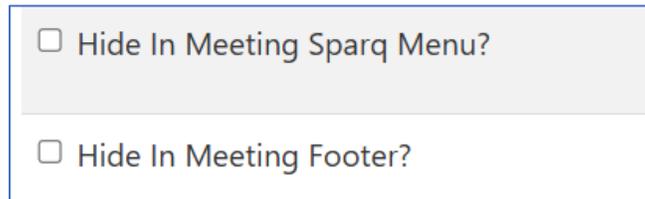
If this is something you want for your organization a user with the 'Settings Manager' permission can make this change, or you can contact us to make the change for you.

How to make the change:

Again, this requires a user with the Settings Manager permission.

In the Gray Menu Bar choose Settings and then Meeting & Agenda Options.

In this section scroll down until you find these options:

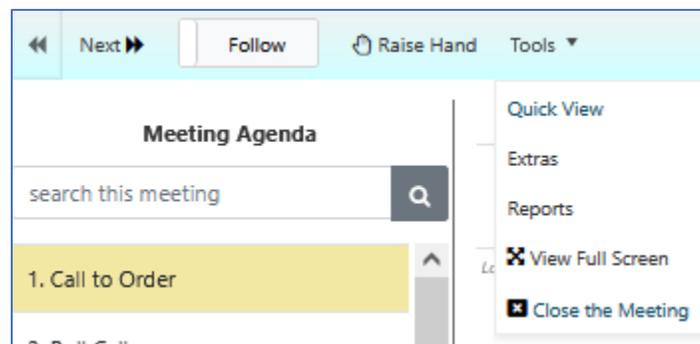


Make your selecting hiding either or both by checking the appropriate box.

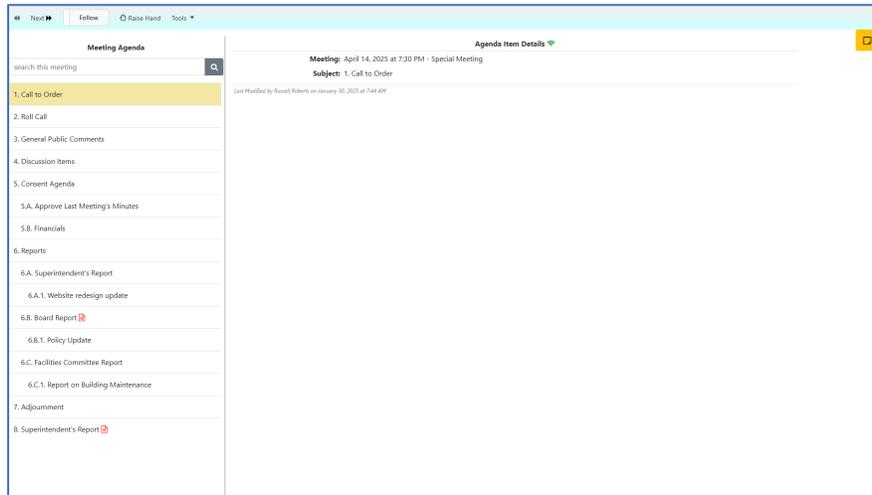
Viewing Full Screen:

Unlike hiding the menu or page footer options, individual users can choose when and if they wish to view full screen.

To display full screen the user will click on Tools in the light blue toolbar and then choose View Full Screen



While full screen will look slightly different on different devices here is an example of what to expect:



Exiting Full Screen is done differently depending on the device:

On Windows and Apple PCs tap the Esc (escape) key on the keyboard

On Apple iPads and iPhones swipe down

On Android phones and devices, the blue toolbar will remain in sight so that full screen can be exited by choosing Tools and Exit Full Screen

Agenda Item Requestor Process

The purpose of this document is to document the process by which non-agenda managers can create and contribute items to an agenda. The permissions Agenda Item Requestor and Requested Agenda Item Approver will be discussed as well as different options for how these capabilities can be used.

In this document we will cover the following subjects:

- Benefits to using the Item Requestor Process (page 1)
- Understanding the user permissions involved (page 1)
- The two basic options for use (page 2)
- The Requestor, requesting an item, and tracking a requested item (page 3)
- The Reviewer approving or returning items (page 5)
- The Agenda Manager, returning or adding the agenda item (page 6)

Benefits to using the Item Requestor Process:

Generally, the biggest benefit to using this feature is that it allows the departments or individuals who are most knowledgeable about a subject to create the agenda items for that area or subject while still allowing the agenda manager to maintain overall control of the agenda.

Another significant benefit is to limit the number of users who have the agenda manager permission. As we will discuss in the next section, the agenda manager permission is powerful and far reaching and we generally want to limit the number of users with this permission.

Understanding the user permissions involved and the two basic options for use:

Agenda Item Requestor: A user with this permission can essentially create a standalone agenda item and submit that item for a meeting. Specifically, what happens after the item is submitted depends on the process being used and will be discussed in a few minutes. Basically, the item will either end up added to the agenda or returned, presumably for some form of rework. This user cannot edit the item in any way once it has been added to the agenda.

Requested Agenda Item Approver: In the Requestor / Reviewer / Agenda Manager process a user with this permission reviews submitted agenda items and either approves them which forwards them to the Agenda Manager, or returns them to the Agenda Item Requestor, presumably for some form of rework. In addition to approving or returning a submitted item this user can add contribution comments to the item or delete the item. This user cannot edit the item in any way.

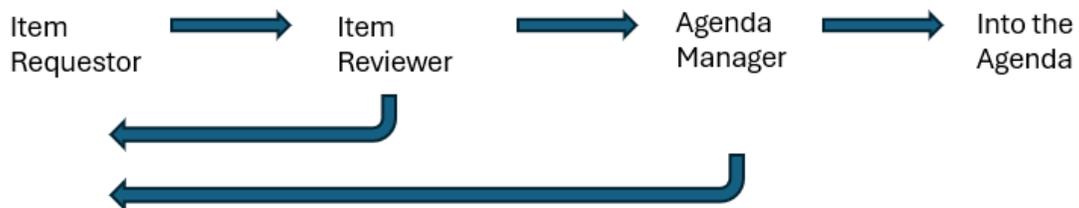
Agenda Manager: In this process, the agenda manager either places the submitted item into the agenda, saves the item for another meeting, or returns it, presumably for some form of rework.

The two basic options for use:

In the Requestor / Agenda Manager process only the Agenda Item Requestor and Agenda Manager permissions are used. The item is created by the Agenda Item Requestor and submitted. This generates an email to any users with the Agenda Manager permissions. A user with the Agenda Manager permission then navigates to the edit agenda screen, views the requested item under the 'Requested' agenda item list. The agenda manager can either, place the item in the agenda, or return the item to the requestor.

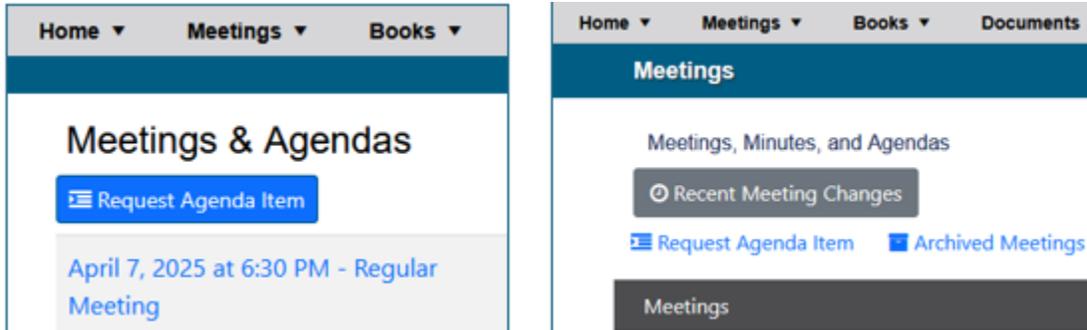


In the Requestor / Reviewer / Agenda Manager process the Agenda Item Requestor, Requested Agenda Item Approver and Agenda Manager permissions are used. The item is created by the Agenda Item Requestor and submitted. This generates an email to the selected approver, or all approvers if one isn't selected. An approver navigates to the contributed agenda items page and selects an item to review. The reviewer approves or returns the item adding any contribution comments. Returning an item generates an email to the original requestor and they may rework and resubmit. Approving an item generates an email to any users with the Agenda Manager permissions. A user with the Agenda Manager permission then navigates to the edit agenda screen, views the requested item under the 'Requested' agenda item list. The agenda manager can either, place the item in the agenda, or return the item to the requestor.

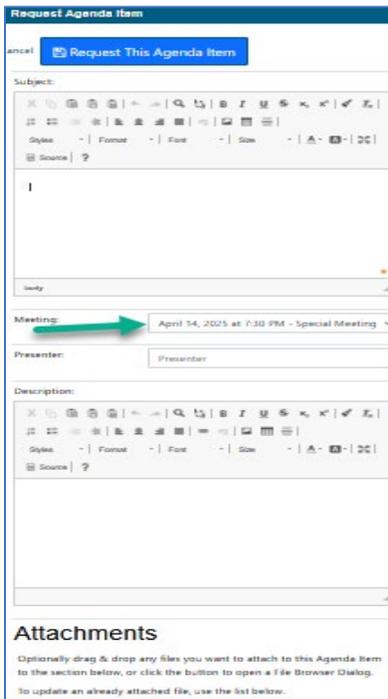


The Requestor, requesting an item, and tracking a requested item:

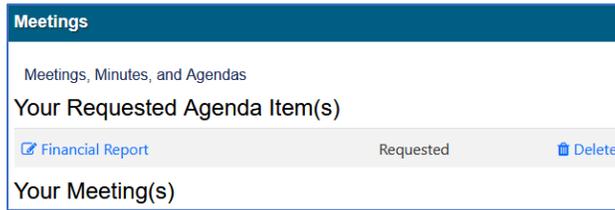
A user with the Item Requestor permission will have two screens where they can start requesting an item. On the home page a 'Request Agenda Item' button will appear in the left column above the list of recent meetings. On the Meetings Minutes and Agendas screen, a link used to request items will be seen in a row of links above the list of meetings.



Once on the request agenda item screen the requestor fills in the appropriate agenda item information fields such as Subject, Presenter, Description and Attachments (more or different fields may be available on your account). Depending on settings there may be a dropdown to select which meeting the item is for. Once the appropriate information has been entered the request is submitted by clicking on the Request This Agenda Item button at the top of the screen.

The image shows a 'Request Agenda Item' form. At the top, there is a blue button labeled 'Request This Agenda Item'. Below the button is a 'Subject:' field with a rich text editor toolbar. The 'Meeting:' field is a dropdown menu with a green arrow pointing to it; the selected option is 'April 14, 2025 at 7:30 PM - Special Meeting'. Below the Meeting field is a 'Presenter:' field with a text input box. The 'Description:' field is another rich text editor with a toolbar. At the bottom of the form is an 'Attachments' section with instructions: 'Optionally drag & drop any files you want to attach to this Agenda Item to the section below, or click the button to open a File Browser Dialog. To update an already attached file, use the list below...'.

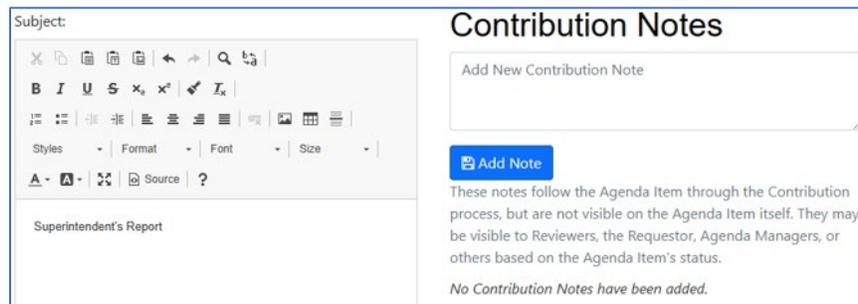
Any submitted requests can be tracked at the top of the Meetings Minutes and Agendas screen. Statuses you may see for your requests include:



Statuses for requested items:

- Requested** This indicates the item has reached the agenda manager(s) and will be either added to the agenda, saved for a different meeting, or returned.
- Contributed** This indicates that the item has been submitted and is available for review.
- Returned** This indicates the item that has been returned to the item requestor, presumably for some form of rework. The item requestor should check for contribution notes.
- Active** The submitted item is now active in an agenda. The meetings date, time and meeting title are shown.
- Deleted** This indicates that the item has been deleted either by the item requestor or agenda manager.

At this point your request will either be added to the agenda or returned to the requestor. If an item has been added to the agenda the requestor will no longer have access to make any changes to the item. Items which have been returned will likely have contribution notes in the right-hand column with information concerning the returned item. Returned items can be updated and re-requested.



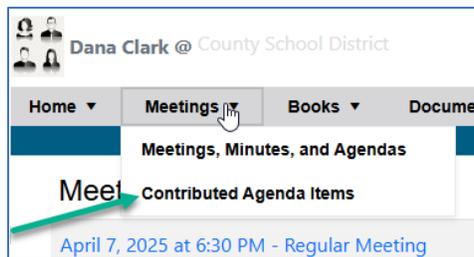
At this point the requestor will presumably update the item and resubmit.

The Reviewer approving or returning items:

When an item is requested, an email is sent to either the specifically identified reviewer, or all reviewers. To check on reviews specifically assigned to you, or any available reviews navigate to the Contributed Agenda Items screen by clicking on Meetings in the gray menu bar and selecting Contributed Agenda Items. This screen will show unassigned and assigned items

Click on a listed item in to review. On the Review Contributed Agenda Item screen you'll have options to approve, return to requestor, or delete the item. In the right-hand column you will have an option to add a contribution note. Notes added here will be available to the original requestor, reviewers, and agenda managers but will not display on the item once added to an agenda.

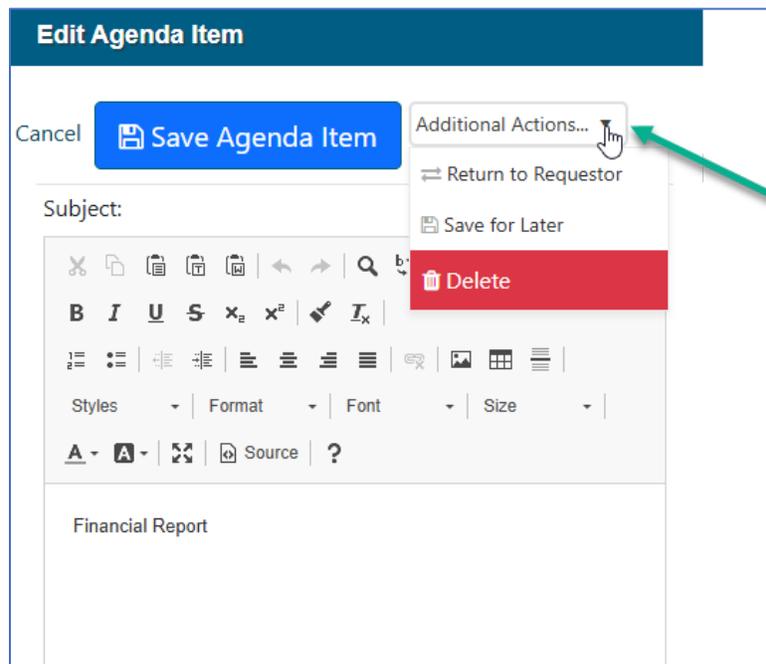
Note that you cannot edit any of the information on the item directly. For example, if an attachment needs to be updated or text updated in the subject, information to this effect should be added to the Contribution Notes and the item returned to requestor so the requesting individual can make those updates. Those updates could also be made by the Agenda Manager but are generally done by the submitting requestor.



Assigned to You		
Approve Last Meetings Minutes	Mary Able	Dana Clark 3/22/2025 at 7:44 AM
Unassigned		
Board Report	Mary Able	3/22/2025 at 7:39 AM

The Agenda Manager, returning or adding the agenda item:

Once the requested agenda item is ready, either having been approved by the reviewer, or when not using reviewers, when submitted by the requestor, an email is sent to users with the agenda manager permission. Navigate to the Edit Agenda screen and choose the Requested, or the Returned agenda item list to view items. To review an item, click on the item name. This will essentially show you the edit item screen without the positioning information. To accept the item click 'Save Agenda Item', to return the item to the requestor choose 'Additional Actions' then select Return to Requestor. The 'Save for Later' option will move the item to the Saved agenda item list.



If you are returning an item we recommend adding a contribution note.

If you choose to click the 'Save Agenda Item' button you'll be presented with choices as to which meeting, and where in the meeting the item should be placed.

Additional Information

This will Add the selected Agenda Item(s) to the selected Agenda. You will be able to edit it from there.

For Agenda:

Parent Agenda Item:

Before Agenda Item:

Where do you want to go to next?

Downloading a PDF Packet in BoardBook Premier

While BoardBook Premier was designed with an emphasis on making online use easy for your users, options have been included to make offline use of the materials easy. Using the steps described below you'll be able to download a PDF packet containing your agenda and attachments.

NOTE: Only attachments eligible for download will be available to be included in the packet.

In this document we will cover the following subjects:

- Creating the PDF Packet
 - Using a different Template
 - Changing how information is ordered / displayed
 - Excluding attachments from the packet
- Navigating the PDF Packet

Creating the PDF Packet

From the Meetings, Minutes, and Agendas, screen, find your meeting and in the right-hand column click 'Agenda Report'. On this screen you can download a copy of the agenda without the attachments if you desire. To continue and download the PDF Packet, click on the large blue 'Download Agenda & Attachments' button.

This will open a side menu which shows each item which has at least one attachment to download. Each individual attachment is shown with a check box allowing you to exclude or include attachments:

Template:

Agenda with consent ▼

[Download](#) [Close](#)

Include Attached PDFs?

Yes, After the Entire Agenda ▼

Notify me via email when the download is ready.

Check all the Attachments you want to include.

Approve Last Meeting's Minutes

<input checked="" type="checkbox"/>	Minutes of Last Meeting	Anyone with a Login
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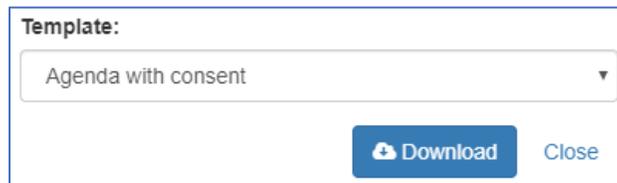
Financials

<input checked="" type="checkbox"/>	Check Register	Public / Anyone / Everyone
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Working from the top of the menu let's see what each section does:

Template

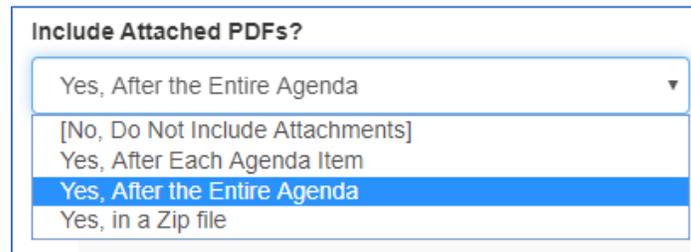
The 'Template' drop down allows you to choose which 'Agenda Report Template' will be used to generate the report. The default agenda report template for the meeting will be chosen. To choose a different 'Agenda Report Template' simply use the drop down.



The screenshot shows a dropdown menu titled "Template:". The selected option is "Agenda with consent". Below the dropdown are two buttons: "Download" (with a cloud icon) and "Close".

Include Attached PDF's

The 'Include Attached PDF's' drop down will allow you to choose from four different options. Each option is described below the screenshot:



The screenshot shows a dropdown menu titled "Include Attached PDFs?". The dropdown is open, showing five options: "Yes, After the Entire Agenda" (selected), "[No, Do Not Include Attachments]", "Yes, After Each Agenda Item", "Yes, After the Entire Agenda", and "Yes, in a Zip file".

No Do Not Include Attachments – This will simply create and download the Agenda Report.

Yes, After Each Agenda Item – Similar to the meeting 'quick view' this will list the agenda down until the first item with an attachment. Any attachment or attachments for that item will be displayed and then the agenda will continue listing agenda item starting with the next item, breaking for each attachment.

Yes, After the Entire Agenda – This will display the complete agenda followed by the attachments in the order that are placed in the meeting.

Yes, in a Zip file – This downloads the agenda report and a zip file containing the attachments.

Notify me via email when the download is ready.

For very large packets you may wish to check this option. The system will send you an email when the packet is ready to download.

Check all the Attachments you want to include.

If you wish to create a download which excludes one or more attachments you can remove the check mark from any attachment or attachments and they will not be included in the download

Check all the Attachments you want to include.

Approve Last Meeting's Minutes

Minutes of Last Meeting

Financials

Check Register

Financial Report

Discuss and possibly approve construction of a Bus Barn

Bus Barn (Construction Masters) contract

Navigating the PDF Packet:

Let's have a quick look at the created packet. For this example, we will be looking at a packet created using the 'Yes, After the Entire Agenda' option where the attachments follow the complete agenda.

NOTE: While there are dozens of PDF readers available, for consistency all screenshots are shown using a downloaded packet opened with Adobe Acrobat Reader DC. Other PDF readers may display or use bookmarks differently or may not display or use them at all.

In our downloaded PDF we will have bookmarks available for each agenda item. Clicking on an Agenda Item bookmark will adjust the packet to display that agenda item at the top of the screen. Notice in the screenshot below that items with either subitems or attachments are shown with a > next to the bookmark.

-  Agenda
- >  1. Call to Order
- >  2. Reports
- >  3. Consent Agenda
- >  4. Action Items
-  5. Discussion Items
-  6. Adjournment

In the example below I have clicked on > next to item 2. Reports and you can now see the subitems under that item. I've then clicked on the subitem C. Superintendent's Report and we can see the attachment 'Enrollment Report'. Clicking on the 'Enrollment Report' attachment would navigate to that page in the PDF packet.

- ∨  2. Reports
 -  A. Committee Reports
 -  B. Board Report
 - ∨  C. Superintendent's Report
 -  Enrollment Report

In this manner a user may use the bookmarks to go to any item or attachment easily.

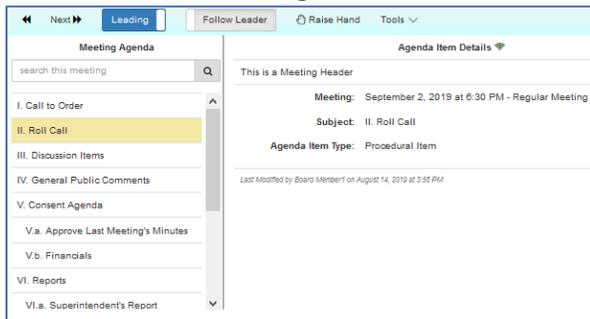
BoardBook Premier – Leading the Meeting

In BoardBook® Premier, running your meeting has never been easier. The feature Lead the Meeting allows specified users to use their screens to drive what participating Board or Committee Members or even optionally the Public see during the meeting.

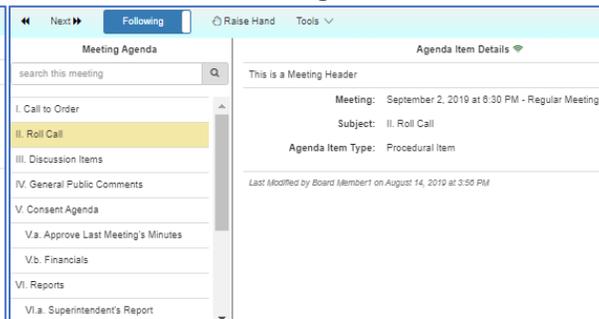
How it works:

When you're in the meeting and have selected Lead meeting your navigation within the meeting is followed on the screens of those viewers who choose 'Follow Leader'. Go to an agenda item, their screens will follow. Open an attachment, their screens will follow. Please be aware that only your navigation in the meeting is followed. Add a personal note to an item. The follower's screens will simply continue to show the item itself, not your note. Go out of the program to look at an email, your followers' screens will show the last item you were on until you resume navigation within the program.

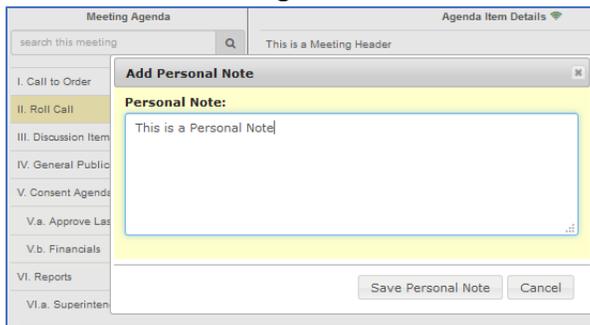
Leader screen: Showing Item 2



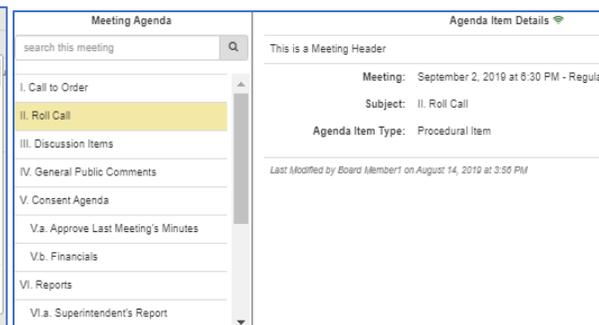
Follower screen showing same item



Leader screen: Adding a Personal Note



Follower Screen does not show note



How to use the feature:

Join the meeting as normal and click the 'Leading' button / switch

Electronic Voting in BoardBook Premier

Electronic Voting in BoardBook Premier is a BoardBook Premier Advanced Feature. BoardBook allows your Minutes Manager to trigger an electronic vote. This places a pop-up window on your Voting Member's screens with the motion and allows them to cast and confirm their votes. Once all the votes are recorded the Minutes Manager saves the action.

In this document we will cover the following subjects:

- Preparing for the vote – Account and Meeting Configuration
- The Minutes Manager
- The Voting Members

NOTE: To use electronic voting a user with the Minutes Manager must use the 'Take Action' task to trigger and save the action and all participating Voting Members must be on the View Meeting Details screen and cast their votes by taking action on the screen presented.

Preparing for the Vote – Account and Meeting Configuration

To use Electronic Voting the account settings must be updated. This can be done by a user with the 'Settings Manager' permission.

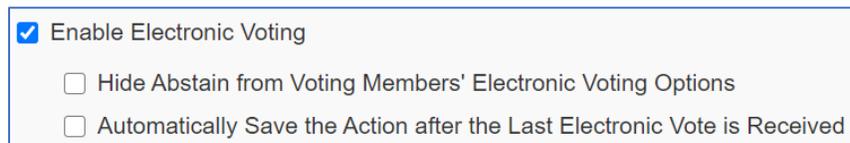
NOTE: Changing system settings incorrectly can cause issues which may be very difficult to recover from. Many of the settings in this section are NOT intuitive. Please only change or update settings as specifically described in these instructions.

To enable Electronic Voting or access Account wide settings go to 'Settings' in the Gray Menu bar and select 'Action Options'. Scroll down in this section to find the settings identified below:

Here you can check or uncheck the following options:

- Enable Electronic Voting
- Hide Abstain from Voting Members Electronic Voting Options.
- Automatically Save the Action after the Last Electronic Vote is Received.

Note that the screenshot below is simply showing the relevant information and not indicating which options should be selected in your case.



<input checked="" type="checkbox"/> Enable Electronic Voting
<input type="checkbox"/> Hide Abstain from Voting Members' Electronic Voting Options
<input type="checkbox"/> Automatically Save the Action after the Last Electronic Vote is Received

Within a specific meeting Electronic Voting can also be enabled or disabled.

This setting can be used either while creating the meeting, or after the meeting has been created by using 'Edit Meeting' get to the Meeting screen. At the bottom of the screen is an 'Advanced Option' to enable or disable electronic voting for this specific meeting.

NOTE: This setting will override the account wide setting previously discussed. In this way it is possible to disable electronic voting for a specific meeting while leaving it enabled for others, or vice versa.

Enable Electronic Voting:	[Use the Default from the Settings] 
	[Use the Default from the Settings]
	No, Do Not Allow Electronic Voting
	Yes, Do Allow Electronic Voting

The Minutes Manager

To use Electronic Voting for a meeting there are certain requirements / recommendations

Electronic Voting must be enabled for the account, or specifically enabled for the meeting.

Prior to voting (typically at the start of the meeting) a user with the 'Minutes Manager' permission should use the 'Attendance' tool to identify any voting members who are not attending the meeting. If a voting member leaves the meeting, or a previously absent member arrives prior to a vote, the 'Attendance' tool should be run again to document this change.

To participate in Electronic Voting a 'Voting Member' must be using the 'View Meeting Details (Join Meeting)' option. Electronic Voting is not available on the 'Meeting Quick View' screen.

During the meeting, a user with the 'Minutes Manager' permission must use the Take Action tool to start the 'Electronic Vote'.

NOTE: If using the 'Automatically Save the Action after the Last Electronic Vote is Received' option is used, the presence or absence of voting members must be correctly documented so that an 'absent' voting member will not prevent the action from automatically saving.

NOTE: This section will only cover actions by the 'Minutes Manager' that are directly involved in Electronic Voting. For information, or a refresher on using the 'Minutes Manager' tools during a meeting please review the 'Holding a Meeting Walkthrough' section of the full recorded training located on our support page.

When the meeting has reached an item where a vote will occur the 'Minutes Manager' will click on the 'Take Action' button in the light blue menu bar. This will open the 'Take Action' screen:

Before the Minutes Manager can choose 'Open/Start Electronic Voting' the following conditions must be met:

- A motion needs to be documented / selected

- The 'voting members' making and seconding the motion must be selected

To start the vote the Minutes Manager clicks the 'Open/Start Electronic Voting' button. The 'Save Action' is used to save the results of the vote if the 'Automatically Save the Action after the Last Electronic Vote is Received' option is not being used

Action Section

-- Select Recommended Motion(s) --

Move to begin construction on the new bus barn no later than the end of October

[Amend Motion](#)
[Add Subsidiary Motion](#)
Main Motion: Move to begin construction on the new bus barn no later than the end of October. This motion, made by , Passed.

Action	Voter	Vote	
Made Second	Board Member1	3	Yea Nay Absent Abstain (With Conflict)
Made Second	Board Member2	4	Yea Nay Absent Abstain (With Conflict)
Made Second	Board Member3	1	Yea Nay Absent Abstain (With Conflict)
Made Second	Board Member4		Yea Nay Absent Abstain (With Conflict)
Made Second	Board Member5	2	Yea Nay Absent Abstain (With Conflict)

▶ **Open/Start Electronic Voting** Save Action

Motion Result

- Motion Passed
- Motion Failed
- Motion Withdrawn
- Motion Tabled
- Motion Unseconded

Move to the Next Agenda Item?
 Keep the Action Section Open for Another Motion?
[Cancel Action](#)

The Voting Members

Once Electronic Voting for an item is opened by the 'Minutes Managers' the 'Voting Members' will receive a popup message with the motion and vote options.

NOTE: The Voting Members must be on the 'View Meeting Details' screen for the meeting in order to participate in Electronic Voting.

Here is a sample of what the pop will look like. The pop-up will contain the motion and vote options. The specific vote options can be controlled in settings

Electronic Voting

Motion:
Move to accept the consent agenda items as presented

Please Cast Your Vote:

Yea

Nay

Abstain (With Conflict)

type and then click

Once the Voting Member has clicked a voting option they will receive a confirmation pop-up they will need to take action on.

Electronic Voting

Motion:
Move to accept

Please Cast Y

Yea

Nay

Abstain (W

Message from webpage

? Please Confirm Your Vote:

Yea

