**School Board Meetings pg 1**

1. **Board packets are put together**

**1st week of month (prepare agenda)**

**Packets need to be available for board members 72 hrs. prior to meeting.**

**For a special board meeting packets ready 24 hrs. prior to mtg.**

**Post agenda notes ready the Thursday after the meeting. And available for viewing.**

1. **In packets include:**

**Order;**

**Agenda**

**Prior months minutes draft**

**Consent agenda- Vouchers paid (make copies for packets) include:**

**Voucher cover sheet**

**Summary**

**Payroll vouchers (not included in public notebook)**

**Expense vouchers**

**Old business**

 **School Board Meetings pg 2**

**New business – new discussion (has to be on the agenda)**

**Copy of Agendas are signed by Deb and the recorder**

 **(not originals) highlight the original to show it is the original.**

**After the meeting you have 3 business days to post the minutes on the two bulletin boards and on the web site.d**

**There should 6 copies of the minutes.**

 **(3) for board members**

**(1) for Deb Warren**

**(1) for public binder**

**(1) for Business manager binder**

**Board Members sign top copy of vouchers and they are filed with the rest of the vouchers in the files**

**Always have the sign-in sheet with the originals.**