

Adding Agenda Items to BoardDocs 5/6/2014 12:35:00 PM

Step 1

- Go to Gulfport School District's BoardDocs website.
- <http://www.boarddocs.com/ms/gulfport/Board.nsf>
- There is also a link on our district's website. Go to our district's home page and hover over the "Our District" tab.
- Then, select School Board.
- Select Board Meeting Agendas on the left.
- Then, click on the BoardDocs link on the right.
- This link gives everyone the ability to view school board agendas as well as allows you the ability to add items to a board agenda that Barbara has in draft.

Step 2

- Click on the "Authenticate" link and enter your login credentials.
- If you need assistance with logging in, please contact Dr. Daniel in Technology.

Step 3

- Once you have successfully logged in, click the down arrow on the "Meetings" tab.
- Then click on the green button with the white plus sign in the middle.

Step 4

The Agenda Item Details work area will appear on the right.

- Select the meeting to which you would like to add an agenda item.
- Then, choose the Category under which the agenda item should be added (For example, Business Items).
- Enter the appropriate Subject for the agenda item being submitted.
- Choose whether or not the item should be public or private. (Most will be public).
- Then, select the Type of agenda item. If it is a routine item that is being presented to the board for approval, select Action (Consent). If you are unsure what to select, ask Barbara Gaudet.
- If you select Action or Action (Consent), you will be prompted to enter a Recommended Action. Enter a short discussion of the action that is being requested of the board.

- Skip Manage Attached Goals.
- Select the appropriate Approval Tree. Doing this submits the item to those individuals who are required to approve the item before it makes the board agenda. (If the agenda item does not require approval from Curriculum, Federal Programs, Finance, Maintenance, Special Services, or Technology, select the Superintendent's Office approval tree).
- Attach your supporting documents as an attachment to 1 of the 3 available areas (Public Content, Administrative Content, or Executive Content). For example, if your supporting document contains student names and information, select the Administrative Content area. If you are unsure, ask Barbara Gaudet.

(Before attaching your supporting documents, make sure they are formatted correctly and are free of errors and stray marks. See attached memo template.)

Finally, scroll up to the top of the Agenda Item Details work area and click on the Save icon.

Then, click on the Submit icon.

After obtaining approval(s), your agenda item will be permanently placed on the board agenda.

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