

## PRINTING BOARD MINUTES FROM AGENDA MANAGER

There are two ways to access the board minutes.

From the [AGENDA MANAGER](#) web page, select “**Meetings**”

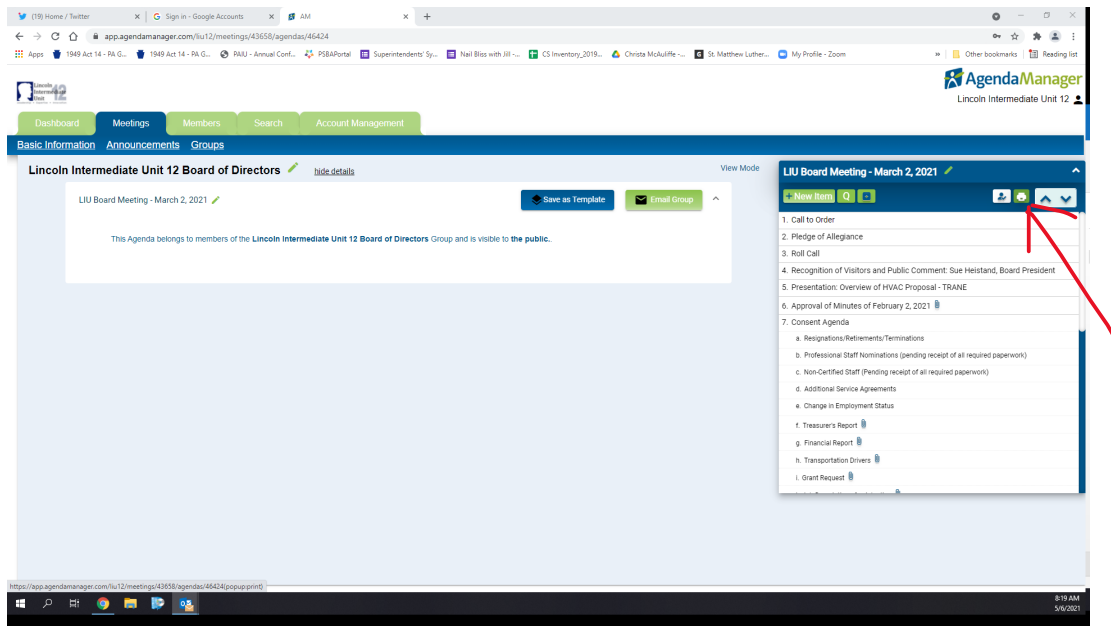
**SEARCH DATE FEATURE:** Click on **Select Date Range**, then scroll down so you can see all options, and select “**School Year.**” This will allow you to see all meetings.

### OPTION 1

Select the board meeting agenda for the month after the minutes you are searching for. For instance, if you are looking for the March minutes, select the April meeting agenda and then look for the paper clip icon for the agenda item: “Approval of Minutes of \_\_\_\_.” Minutes of one meeting are approved at the next meeting, so they are not accessible until approved.

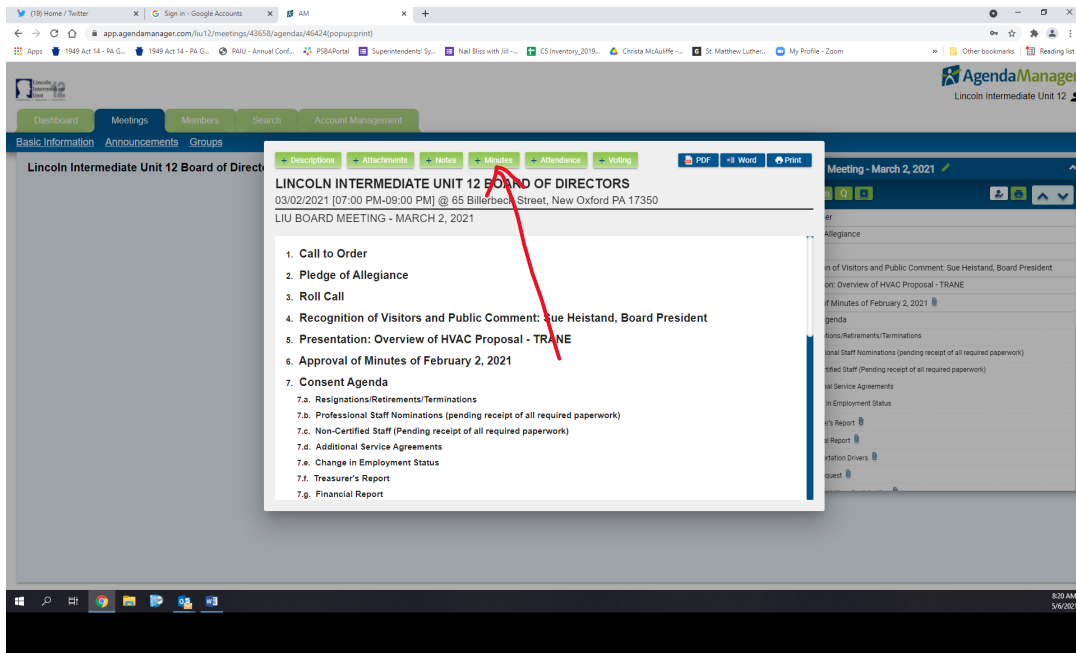
### OPTION 2

Select the meeting agenda of the month you are searching for. When the agenda opens, there is a printer icon at the top right. See pic below.



Select the printer icon. Another screen will come up. Select “**Minutes**” at the top. See pic below.

Please note that minutes are not available until adopted at the following meeting. For example: April Board minutes would not be accessible until the May Board meeting is held.



You then have the option to print them as a pdf or word document.

