## 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.

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Basic Information Announcements Groups		
Lincoln Intermediate Unit 12 Board of Direct	+ Descriptions + Attachments + Notes - Minutes + Attendance + Voting PDF +3 Word 🔶 Print	Magting - March 2 2021
	LINCOLN INTERMEDIATE UNIT 12 BOARD OF DIRECTORS 03/02/2021 [07:00 PM-09:00 PM] @ 65 Billerbeck Street, New Oxford PA 17350	
	LIU BOARD MEETING - MARCH 2, 2021	er Hudaaa
	1. Call to Order	, whethance
	Minutes	in of Visitors and Public Comment: Sue Heistand, Board President
	The regular meeting of the Lincoln Intermediate 12 Board of Directors was held on March 2, 2021. The meeting was called to order at 7.04 p.m.	on: Overview of HVAC Proposal - TRANE
	2. Pledge of Allegiance	rf Minutes of February 2, 2021
	Minutes	fions/Retirements/Terminations
	The meeting opened with the Pledge of Allegiance.	ional Staff Nominations (pending receipt of all required paperwork)
	3. Roll Call	tified Staff (Pending receipt of all required paperwork)
	Minutes	in Employment Status
	The following Board members were present in-person or via Zoom: Mark Chimel, Sue Heistand, Dustin Martin, Patrick McDonald, Doroes Nester, Mark Schur, Suzanne Smith, Vanessa Snell, and Michael Wagner. LIU staff attending: Jeffrey D. West, Ed.D., Kendra Trail, Ed.D., Lynn	r's Report 🖲
	Murphy, Ed.D., Jared Mader, Brad Sterner, Ed.D., Tim Stanton, Tracy Williams, Jill Trostle, and William Zee, Esq., Solicitor.	al Report 📵
	4. Recognition of Visitors and Public Comment: Sue Heistand, Board President	intation Drivers 🛢
	Minutes	quest 🖲
	Mrs. Heistand welcomed visitors that may be attending virtually and provided an opportunity for	
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