

# Board Meeting Checklist

## School Board Meeting Procedure

### *( 7:00 am morning of the meeting)*

1.) Remove batteries from board mic's and place them in the charging dock in the storage closet.

### *(3:00-4:00 pm begin setup)*

2.) Setup chairs/tables, public speaker clock,

3.) Setup presentation computer on the side table and connect, power, HDMI, USB-A, and the clicker for slideshow.

4.) Login to presentation PC with ( board\_room@sumnersd.org ) Download presentation onto laptop used for presenting to ensure smooth operation.

5.) Launch the compiled presentation and bring the slideshow up on all TV's. Test click, with clicker, through the entire presentation to confirm normal operation and accurate functionality depending on the media presented.

## School Board Study Session Procedure

### *(3:00-4:00 pm begin setup)*

1.) Setup chairs/tables, public speaker clock, Meeting Owl, and computers.

2.) Connect PC to meeting Owl and login as board\_room@sumnersd.org

3.)

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