



CSBA
GAMUT

Board Management Made Easy

MEETINGS

POLICY &
POLICY PLUS

DOCUMENTS

COMMUNICATIONS



GAMUT Team

Lauren Austin,
Governance Technology Specialist

Ray Purscell,
Governance Technology Specialist

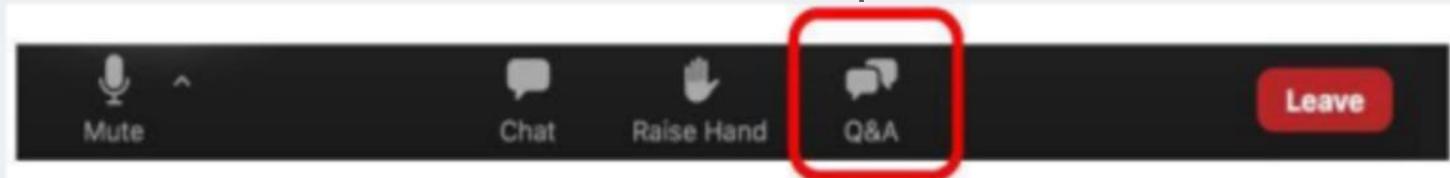
Shania Estrada,
Program Coordinator

Erin O'Ray, Manager, Technology
Sales & Training



Q&A

- ▶ At the end of this presentation, we will have a Question-and-Answer segment
- ▶ Please use the Q&A feature of Zoom to type your questions. This is located on the ribbon below the speaker



- ▶ Your questions will be answered in the Q&A panel
- ▶ All attendees will receive a link to the recording of this webinar



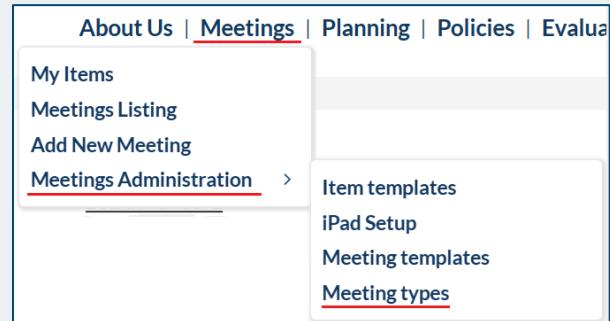
Agenda

Getting the Most Out of the GAMUT Meetings Module

- I. Customizing Meeting Types
- II. Setting up Meeting Templates
- III. Building an agenda using a Template
- IV. Publishing an Agenda
- V. Recording Attendance, Minutes and Votes
- VI. Publishing and Printing Minutes

Meeting Types

- ▶ Customize features of each meeting type



About Us | Meetings | Planning | Policies | Evaluation

My Items

Meetings Listing

Add New Meeting

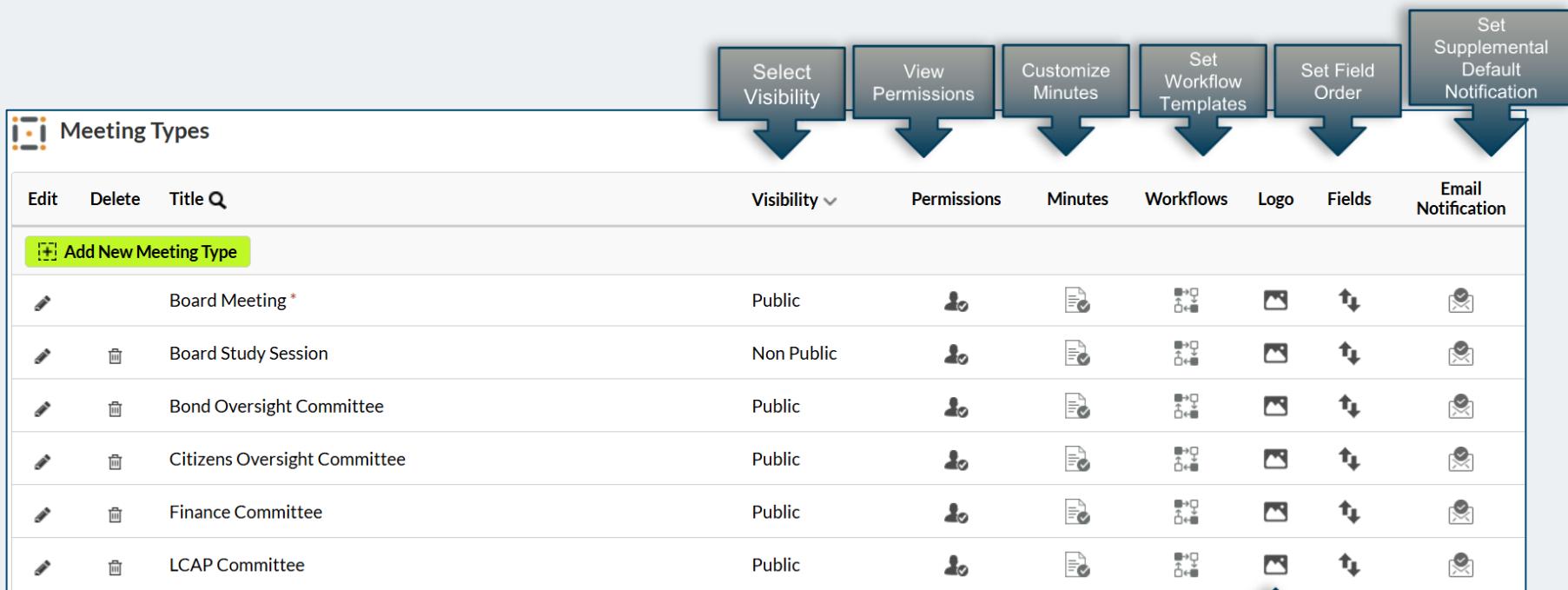
Meetings Administration >

Item templates

iPad Setup

Meeting templates

Meeting types



Meeting Types

Edit Delete Title

Visibility Permissions Minutes Workflows Logo Fields Email Notification

		Visibility	Permissions	Minutes	Workflows	Logo	Fields	Email Notification
	Board Meeting *	Public						
	Board Study Session	Non Public						
	Bond Oversight Committee	Public						
	Citizens Oversight Committee	Public						
	Finance Committee	Public						
	LCAP Committee	Public						



- ▶ When creating additional meeting types, permissions will need to be set for users for that meeting type. You can set these permission in each user's account.

User Permissions

Select an option below to assign user permissions*

Set permissions

Administration	About Us	Meetings	Planning	Policies	Evaluations	Communications	Documents	Administration																Attendee															
Meeting Type	Access This Type	Administer Users	Administer Meetings	Administer Minutes	Edit Tasks	Access Meeting Templates	View Unpublished Meetings	View Pending Items	View Confidential Items	View Management View Items	View Limited View Items	Can Vote	View Tasks	Use Sticky Notes	Download Offline Versions	Email Notify																							
Board Meeting	<input checked="" type="checkbox"/>																																						
Board Study Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																				
Bond Oversight Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Citizens Oversight Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Finance Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
LCAP Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>								



Visibility	Permissions	Minutes	Workflows	Logo	Fields	Email Notification
Public						

- ▶ You can use the Permissions icon to get an overview of what access all users have for that meeting type. You can make changes to user permission here and click Save & Close.

Permissions		Board Meeting															Display users by groups																									
User Name	Q	Access This Type		Administer Users		Administrator Meetings		Administrator Minutes		Edit Tasks		Access Meeting Templates		View Unpublished Meetings		View Pending Items		View Confidential Items		View Management View Items		View Limited View Items		Can Vote		View Tasks		Use Sticky Notes		Download Offline Versions		Email Notify										
		<input checked="" type="checkbox"/>	Type	<input type="checkbox"/>	Administer	Users	Administrator	Meetings	Administrator	Minutes	Edit	Tasks	Access	Meeting	Templates	View	Unpublished	Meetings	View	Pending	Items	View	Confidential	Items	View	Management	View	Items	View	Limited	View	Items	Can	Vote	View	Tasks	Use	Sticky	Notes	Download	Offline	Versions
Lauren Austin		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>						
Ray Board Member		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Kenneth Contributor		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Lauren Contributor		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Ray Contributor		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
Joshua Daniels		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
Becca Display only		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Shania Estrada		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
Kevin Isaacs		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
Nancy McGinnis-ebs		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
Board Member 1		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						



Visibility	Permissions	Minutes	Workflows	Logo	Fields	Email Notification
Public						

Edit Permissions

Voting Members

Display absentees in meeting attendance

Non-Voting Members

Votes

Signature Line

Voting Members/Attendees

- Board Member 2, Board Vice President
- Board Member 1, Board President
- Board Member 3, Board Clerk
- Board Member 4, Board Member
- Board Member 5, Board Member

- Arrange how Voting Members will appear in attendance of Minutes
- Choose how to display absentees
- Ability to change title 'Voting Members' to alternative such as 'Board Members'

Edit Permissions

Voting Members

Non-Voting Members

Votes

Signature Line

Non-Voting Members Authorized Users

- Lia Sinclair, Student Board Member
- Lauren Austin, CSBA Governance Technology Specialist
- Ray Board Member, CSBA Governance Technology Specialist

Non-Voting Members Attendees

- Robert Parks, Principal

- Add non-voting members to the minute's attendance
- You can change the title "Non-Voting Members" to an alternative such as "Other Attendees"



Edit Permissions

 Voting Members 

 Non-Voting Members 

 **Votes** 

 Signature Line

Item Voting

Select the default display of votes in Meeting Minutes for unanimous votes

Display votes on minutes as Unanimous Listed by Voting Member

- ▶ Choose the voting ballot display

Edit Permissions

 Voting Members 

 Non-Voting Members 

 Votes

 **Signature Line** 

	Edit	Delete	Signature Line
 Add New Signature Line			
			Clerk of the Board
			Board President
			Superintendent

- ▶ Create signature lines for the signers of your minutes



Visibility	Permissions	Minutes	Workflows	Logo	Fields	Email Notification
Public						

- ▶ Create Workflow Templates for Contributors to use when submitting agenda items.

Workflow Templates

[Add New Workflow Template](#)

Actions	Title	Steps
	Curriculum & Instruction	Robert Parks OR Ray Pursell Kevin Isaacs Melissa Morgan Lauren Austin
	Staff Contributor Workflow	Ray Pursell
	Action Item Workflow	Lauren Austin
	Rosibel's Workflow	Melissa Morgan



Add Workflow Template

Template Name: HR Workflow

Workflow Steps:

- 1 Kevin Isaacs
- 2 Nancy McGin... OR Melissa Morgan
- 3 Ray Pursell

Final step must be assigned to a Meeting Administrator.

Buttons: Cancel, Save, **Save and Close**

- ▶ Name the Template (By item, department or person)
- ▶ Select the steps of the workflow (Step one can be the second person in the workflow as the item originator will be step one)
- ▶ Save & Close

Submit Item | Warrants

Submit this item to: WORKFLOW WORKFLOW Template

HR Workflow

Originator: Lauren Austin

Template: (highlighted with a red box)

Workflow Steps:

- 1 Lauren Austin
- 2 Kevin Isaacs
- 3 Nancy McGin... OR Melissa Morgan
- 4 Ray Pursell

Final step must be assigned to a Meeting Administrator.

Comments

Add Comment

Buttons: Cancel, Save and Close, Save and Submit

- ▶ When a Contributor submits an item, they can select a workflow template



Visibility	Permissions	Minutes	Workflows	Logo	Fields	Email Notification
Public						

Upload Logo

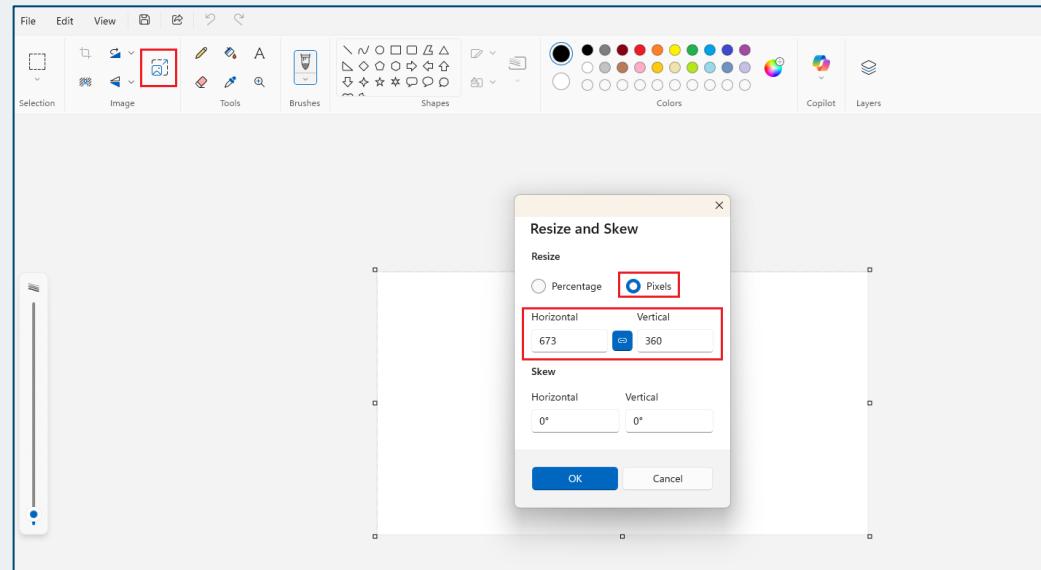
Select an image (342px wide * 72px height) to upload for this Meeting type. This will reflect in reports and in offline version.

Select:

No file chosen

Cancel Save

- ▶ Upload your logo to the Meeting Type



- ▶ You can use Paint to resize dimensions

Regular Board Meeting
09/04/2025 - 06:00 PM
California School Boards Association
3251 Beacon Blvd, West Sacramento CA 95691
Room 100

AGENDA

6:00 p.m. – Open Session immediately adjourning to Closed Session;
6:30 p.m. – Regular Open Session

- ▶ The logo will appear on the agenda Print



Visibility	Permissions	Minutes	Workflows	Logo	Fields	Email Notification
Public						

- ▶ Set the order that fields appear in a meeting type

Item Template - Google Chrome

simbli.eboardsolutions.com/Meetings/ReorderItemFields.aspx?S=3603...

Reorder Fields

Reorder item fields below for the "Board Meeting" type.

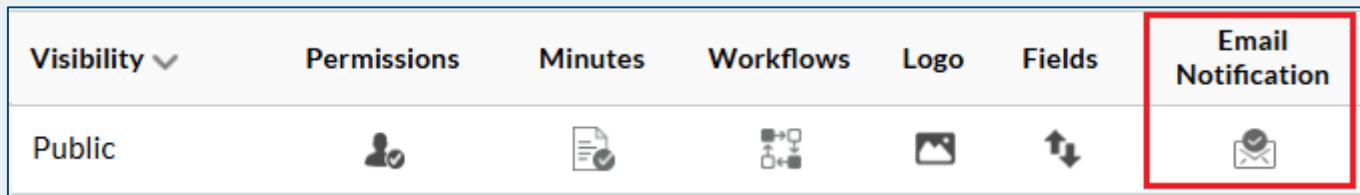
Quick Summary / Abstract
 Discussion/Action
 Recommendations
 Supporting Documents
 Approved for Submission to the Board of Trustees
 Background
 Information
 Current Consideration
 Financial Impact
 Speaker
 Meeting Minutes
 Submitted by
 Alternatives
 Custom5
 Summary
 Implementation Date

Top
 Up
 Down
 Bottom

Cancel Save and Close

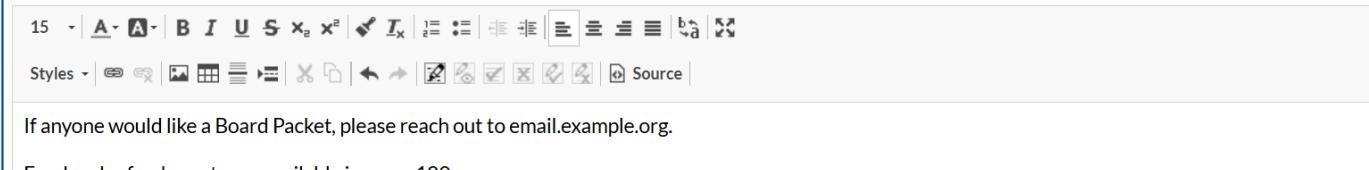
- ▶ Using the side arrows, put the frequently used fields toward the top of the list, and the least used will fall to the bottom
- ▶ Changes reflected on past present and future agendas
- ▶ Provides consistency across that meeting type





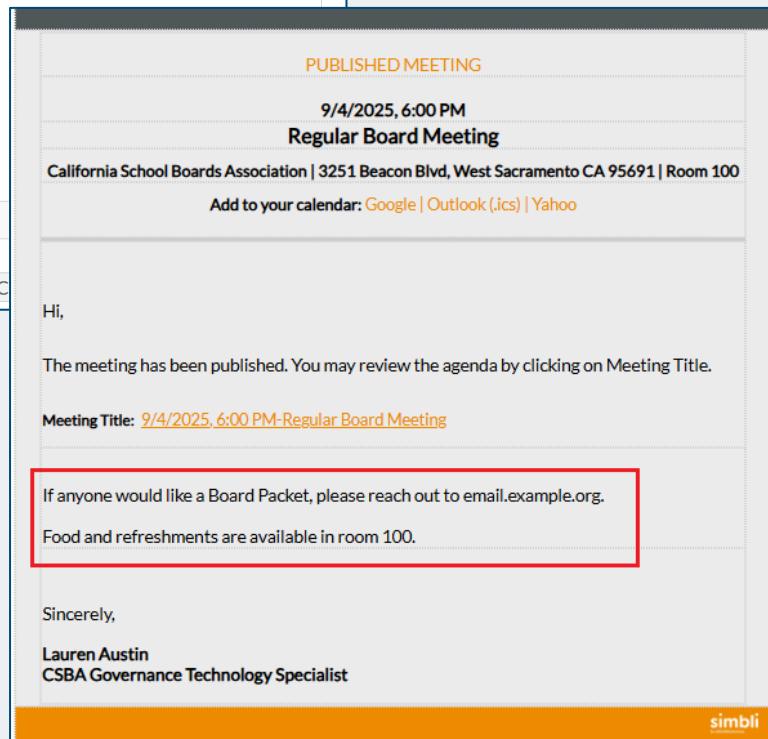
Email Notification

Use the editor below to set the default email notification message for all meetings under this meeting type. This message can be overridden for a specific meeting by using the email notification under meeting management within the meeting.



If anyone would like a Board Packet, please reach out to [email@example.org](mailto:email.example.org).

Food and refreshments are available in room 100.



- ▶ Set the supplemental default message you can include on the Published Meeting Notification

Meeting Templates

About Us | Meetings |

My Items

Meetings Listing

Add New Meeting

Meetings Administration 

Item templates

iPad Setup

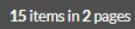
Meeting templates 

Meeting types

- ▶ Create templates for multiple meeting types

Meeting Templates

Meeting Templates			
Edit	Delete	Date	Title
		From <input type="text" value="2/19/2025 6:00:00 PM"/> To <input type="text" value=""/>	Enter search keyword 
		9/13/2019 1:00:00 AM	Regular Board Meeting Template
		1/1/2020 6:00:00 PM	Regional Training Itinerary
		10/18/2019 1:00:00 AM	Governing Board: Regular Meeting
		4/28/2025 6:00:00 PM	Regular Board Meeting Template- Workshop
		1/27/2025 6:00:00 PM	Regular Board Meeting Sample Template
		6/20/2023 9:00:00 AM	Regular Board Meeting Demo
		2/8/2024 9:00:00 AM	Colusa County Board of Supervisors
		2/16/2024 1:00:00 AM	BOS Regular Meeting
		1/14/2026 6:00:00 PM	Commission Meeting
			Special Board Meeting

 Page size: 10  15 items in 2 pages



- ▶ Add static information into the Meeting Template Setup area such as- title, time, location, header information, item level and Footer information

Meeting Template Setup
Cancel
Save
Save and Close

Meeting Information

Meeting Type ←
Board Meeting

Meeting Title* ←
Regular Board Meeting

Meeting Date and Time (MM/DD/YYYY)
2/19/2025 ← 06 ← 00 ← PM

Header Information ←

Size - | A - A+ | B I U S x, x² | ⌂ Ix | ☰ ☱ | ☰ ☱ ☰ ☱ ☰ ☱ | ☰ ☱

Styles - | ☰ ☱ | ☰ ☱ ☰ ☱ ☰ ☱ ☰ ☱ ☰ ☱ | ☰ ☱ ☰ ☱ ☰ ☱ ☰ ☱ ☰ ☱ | ☰ ☱

NOTICE OF PRIMARY LANGUAGE SERVICES FOR BOARD OF EDUCATION AGENDAS AND MEETINGS. An oral translation of any posted Board of Education agenda notice may be obtained by contacting Amanda Martin, Executive Specialist, Office of the Superintendent at (555) 555-5555.

Any person may request that the assistance of a Spanish language translator be provided at a Board of Education meeting. Requests for translation must be made 30 hours prior to the commencement of Regular Board meetings and 8 hours prior to the commencement of Special Board meetings. To request such translation, please contact the District Translator, Aldo Chavez, in the State and Federal Programs Office (555) 555-5555 and provide your name, telephone number, and the agenda item(s) you desire to be translated.

Strategic Plan Information

Item Levels ←

Level 1	Level 2	Level 3	Level 4
1,2,3	1,2,3	i,ii,iii	a,b,c

Footer Information ←

Attached Documents

Add Hyperlink

Regular Board Meeting Template | 07/28/2026 - 06:00 PM

MEETING TEMPLATE

AGENDA MINUTES

AGENDA

4. Public Comment

Content Minutes Workflow

Quick Summary / Abstract

Comments from the public are limited to items both within the Board's jurisdiction, as well as not on the agenda. The Board may limit public comments to not more than three (3) minutes per person or a total of 20 minutes per topic at the discretion of the Board President. Public comment will also be allowed on each specific agenda item prior to Board action thereon. [G.C. § 54954.2, E.C. § 35145.5, BB 9323]

1. OPENING PROCEDURE

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Approval of Minutes
- 4. Public Comment

2. CLOSED SESSION

3. CONFERENCE

- 1. EDUCATIONAL SERVICES
- 2. HUMAN RESOURCES
- 3. BUSINESS SERVICES
- 4. CSBA

4. ACTION

- 1. Policy Review

5. CONSENT CALENDAR

- 1. BUSINESS SERVICES
- 2. SUPERINTENDENT

6. COMING EVENTS

- ▶ Build static agenda items and content into the template

- ▶ Build static Minutes into the template

Regular Board Meeting Template | 07/28/2026 - 06:00 PM

MEETING TEMPLATE

The screenshot shows a software interface for a meeting template. On the left, a vertical sidebar lists the agenda structure with sections like 'OPENING PROCEDURE', 'CLOSED SESSION', 'CONFERENCE', 'ACTION', and 'CONSENT CALENDAR'. The 'OPENING PROCEDURE' section is expanded, showing items 1 through 4. The 'CONFERENCE' section is also expanded, showing items 1 through 4. The 'ACTION' section is expanded, showing item 1. The 'CONSENT CALENDAR' section is collapsed. The main area is titled '1. Call to Order' and contains a content editor with a toolbar for text and table styling, and a 'Meeting began at _____' text input field. Below the editor is a 'body' text area, an 'Import Recommendation' dropdown, and a 'Save' button. At the bottom, there is a 'Supporting Documents' section with a note to add a supporting document or link.

AGENDA

MINUTES

1. OPENING PROCEDURE

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Approval of Minutes
- 4. Public Comment

2. CLOSED SESSION

3. CONFERENCE

- 1. EDUCATIONAL SERVICES
- 2. HUMAN RESOURCES
- 3. BUSINESS SERVICES
- 4. CSBA

4. ACTION

- 1. Policy Review

5. CONSENT CALENDAR

1. Call to Order

Content Minutes Workflow

Meeting began at _____.

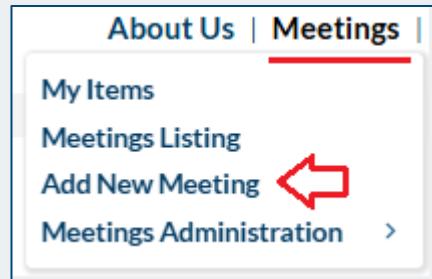
body

Import Recommendation Save

Supporting Documents

To add a supporting document/link, click the edit icon, or [click here](#).

Building an Agenda



Create A New Meeting

OPTION - 1

Create a New Empty Meeting by clicking "Create" button.

[+ Create](#)

OPTION - 2

Create one from a previously saved **Meeting Template** by selecting a Meeting Template from the pull-down list and clicking "Create" button.

Regular Board Meeting Template ▾

[+ Create](#)

OPTION - 3

Create one from an existing **Meeting (Copy)** by selecting a Meeting from the pull-down list and clicking "Create" button.

Regular Board Meeting ▾

[+ Create](#)



Meeting Setup

Meeting Information

Meeting Type: Board Agendas

Meeting Title*: Regular Board Meeting Template

Meeting Date and Time (MM/DD/YYYY): 12/18/2025 06:00 PM

Location (Line 1): 380 E. Aten Road., Imperial, CA 92251 | [Add](#) [Zoom Meeting](#)

Location (Line 2):

Location (Line 3):

Header Information

Add QR Code

Scan the above QR code with your phone to view this meeting agenda on your phone.

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Regular Board Meeting | 12/18/2025 - 06:00 PM

[Join Zoom Meeting](#) | [Joining Instructions](#)

UNPUBLISHED MEETING

AGENDA

MINUTES

TASKS

OPENING PROCEDURE

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes
4. Public Comment

CLOSED SESSION

CONFERENCE

1. EDUCATIONAL SERVICES
2. HUMAN RESOURCES
3. BUSINESS SERVICES
4. CSBA

ACTION

Scan the above QR code with your phone to view this meeting agenda on your phone.

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Any person may request that the assistance of a Spanish language translator be provided at a Board of Education meeting. Requests for translation must be made 30 hours prior to the commencement of Regular Board meetings and 8 hours prior to the commencement of Special Board meetings. To request such translation, please contact the District Translator, Aldo Chavez, in the State and Federal Programs Office (555) 555-5555 and provide your name, telephone number, and the agenda item(s) you desire to be translated.



- ▶ Adding Items
- ▶ Adding Fields & where to customize Field Labels
- ▶ Adding Content: Ctrl+Shift+V to paste information
- ▶ Limited View on a Closed Session item
- ▶ Move items within a meeting and to a different meeting
- ▶ Copy Items in a meeting or to different meeting
- ▶ Adding a copied item from a locked agenda
- ▶ Deleting/ Restoring an item
- ▶ Policies Field
- ▶ Meeting Minutes Field
- ▶ Save Meeting as a Template
- ▶ Goals Field & where you can set up Goals



Goals Field

AGENDA

- A. Open Session
- B. Roll Call
- C. Flag Salute
- D. Closed Session
 - 1. Personnel- Employee Appointment
 - E. Reconvene to Open Session
 - F. Public Comment
 - G. Consent Agenda
 - 1. Minutes Approval
 - H. Action Items
 - 1. Policy Review
 - I. Dockets

Personnel- Employee Appointment

Content

Goals

- Leadership: Cultivate Transformational Leadership at All Levels
- Student Achievement: Drive Academic Excellence and Equity
- Literacy: Build a Strong Literacy Foundation for All Students
- Safety: Foster Safe, Inclusive, and Supportive Learning Environments
- Full Staffing: Ensure High-Quality, Fully Staffed Schools to Support Student Success



AGENDA

- A. Open Session
- B. Roll Call
- C. Flag Salute
- D. Closed Session
 - 1. Personnel- Employee Appointment
 - E. Reconvene to Open Session
 - F. Public Comment
 - G. Consent Agenda
 - 1. Minutes Approval
 - H. Action Items
 - 1. Policy Review

1. Personnel- Employee Appointment

Content Minutes Tasks Workflow

A key determinant in any organization's success is its capacity to maintain a full complement of qualified staff. By hiring the individuals listed herein, the district will further cultivate its effort to prepare students for future success and drive forward its vision to become a premier learning establishment.

Recommendation

The Superintendent recommends the Board of Trustees approve the classified employment of the individuals listed herein.

Sandy Adkins- School Bus Aide

Randy Gomez- Personnel Specialist

Goals

- Strategic Goal V - Full Staffing: Ensure High-Quality, Fully Staffed Schools to Support Student Success



Goals Alignment

- ▶ Track The number of agenda items each goal is connected to

About Us | Meetings |

My Items

Meetings Listing

Add New Meeting

Meetings Administration >

Goals

Goal Alignment 

Title	# of Meeting Item(s)
» Leadership: Cultivate Transformational Leadership at All Levels	4
» Student Achievement: Drive Academic Excellence and Equity	4
» Literacy: Build a Strong Literacy Foundation for All Students	2
» Safety: Foster Safe, Inclusive, and Supportive Learning Environments	3
» Full Staffing: Ensure High-Quality, Fully Staffed Schools to Support Student Success	3



My Items

[Meetings Listing](#)

[Add New Meeting](#)

[Meetings Administration](#) >

[Goals](#) 

[Goal Alignment](#)

Setting Up Goals

Goals

[» Process](#)



[» Beliefs](#)

[» Mission](#)

[» Vision](#)

[» Goals](#)

[\[+\]](#) [Add New Goal](#)

  Leadership: Cultivate Transformational Leadership at All Levels

Develop and support effective, equity-driven leaders who foster collaboration, accountability, and a culture of excellence across all schools and departments.

Key Objectives:

- Implement leadership development programs for administrators, teachers, and aspiring leaders.
- Increase capacity for shared decision-making through leadership teams at schools.
- Use data-driven leadership practices to improve instructional quality and operational efficiency.

  Student Achievement: Drive Academic Excellence and Equity

Raise academic performance for all students while eliminating disparities and ensuring every student has access to rigorous, engaging learning experiences.

Key Objectives:

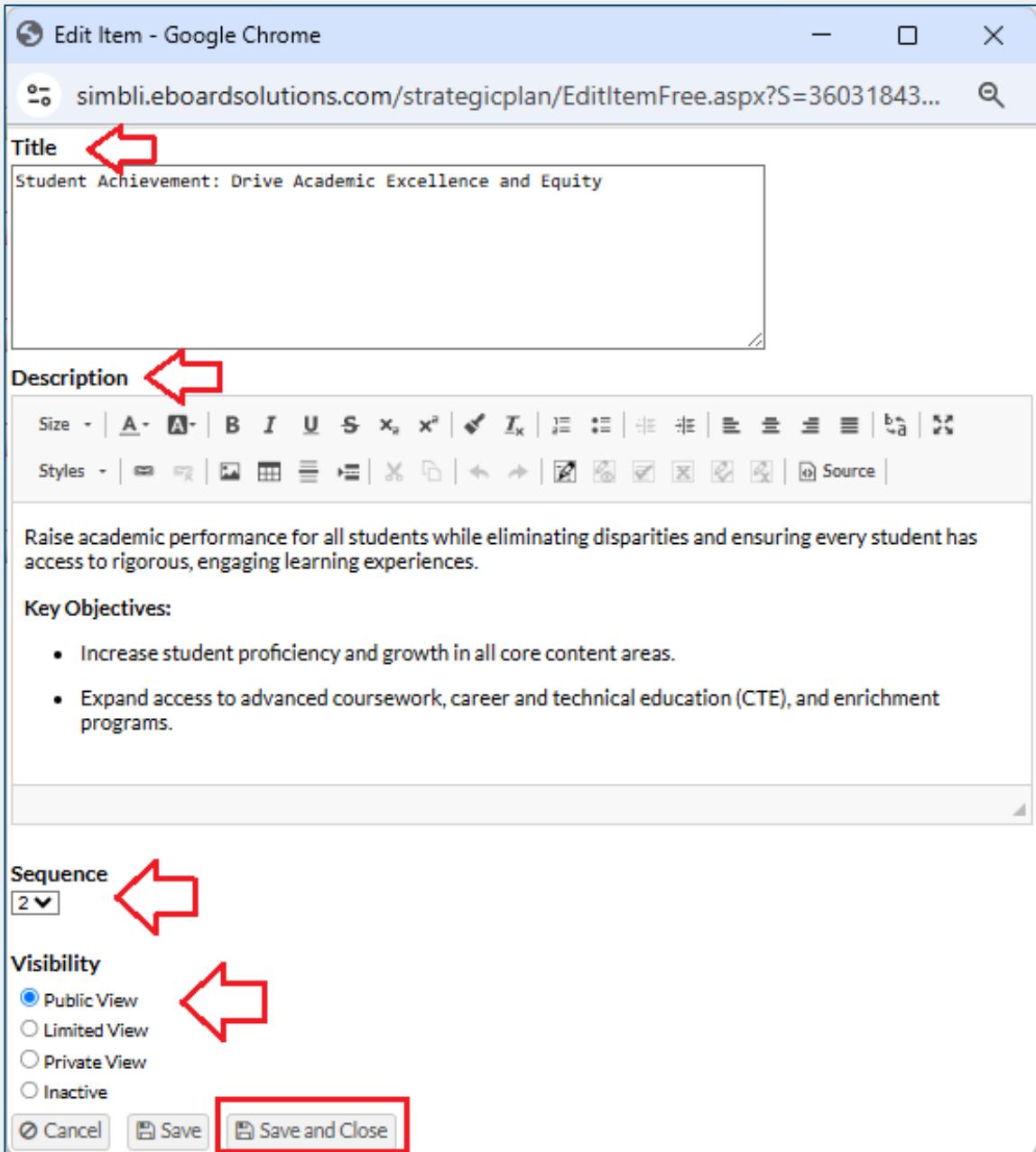
- Increase student proficiency and growth in all core content areas.
- Expand access to advanced coursework, career and technical education (CTE), and enrichment programs.

  Literacy: Build a Strong Literacy Foundation for All Students

Ensure all students become proficient readers and writers through evidence-based literacy instruction and comprehensive support systems.

Key Objectives:

- Implement a district-wide literacy framework aligned with science-based reading practices.
- Close literacy achievement gaps through targeted interventions, especially in early grades.
- Provide high-quality professional development in literacy for all instructional staff.

A screenshot of a Google Chrome browser window titled "Edit Item - Google Chrome". The URL is "simbli.eboardsolutions.com/strategicplan/EditItemFree.aspx?S=36031843...". The page content is a form for editing a goal. The "Title" field contains "Student Achievement: Drive Academic Excellence and Equity" and has a red arrow pointing to it. The "Description" field contains "Raise academic performance for all students while eliminating disparities and ensuring every student has access to rigorous, engaging learning experiences." and has a red arrow pointing to it. Below the description is a rich text editor toolbar. The "Key Objectives" section lists two bullet points: "Increase student proficiency and growth in all core content areas." and "Expand access to advanced coursework, career and technical education (CTE), and enrichment programs." The "Sequence" field is set to "2" and has a red arrow pointing to it. The "Visibility" section shows "Public View" as the selected option, with other options "Limited View", "Private View", and "Inactive" available. At the bottom are buttons for "Cancel", "Save", and "Save and Close", with "Save and Close" highlighted by a red box and a red arrow pointing to it.

Title 

Student Achievement: Drive Academic Excellence and Equity

Description 

Raise academic performance for all students while eliminating disparities and ensuring every student has access to rigorous, engaging learning experiences.

Key Objectives:

- Increase student proficiency and growth in all core content areas.
- Expand access to advanced coursework, career and technical education (CTE), and enrichment programs.

Sequence 

2

Visibility 

Public View
 Limited View
 Private View
 Inactive

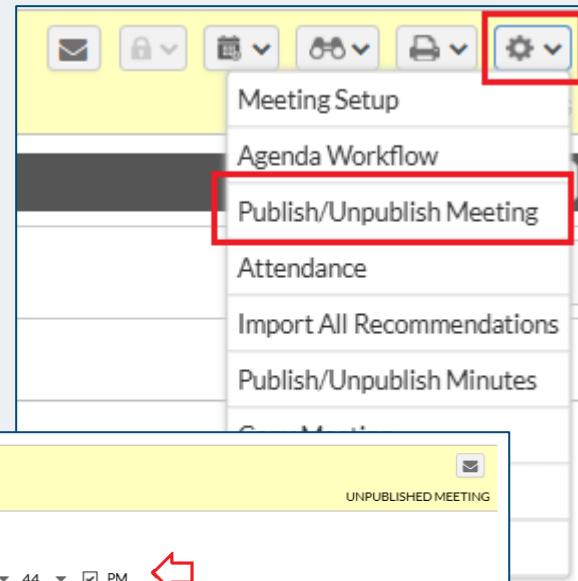
Cancel Save 

- ▶ Set the goal title (this will show on the Goals Field on the agenda)
- ▶ Set the Goal Description (this is viewable in the Goals menu area)
- ▶ Set the Sequence
- ▶ Set the Visibility level
 - ▶ Public/ Limited/ Private/ Inactive
- ▶ Save and Close



Publishing an Agenda

- ▶ Publish the agenda to public and authorized users
- ▶ Be sure to mark all items Ready for Meeting or they will remain in draft and not be viewable by the public
- ▶ Only use Limited View or Public View



Regular Board Meeting | 12/18/2025 - 06:00 PM
[Join Zoom Meeting](#) | [Joining Instructions](#)

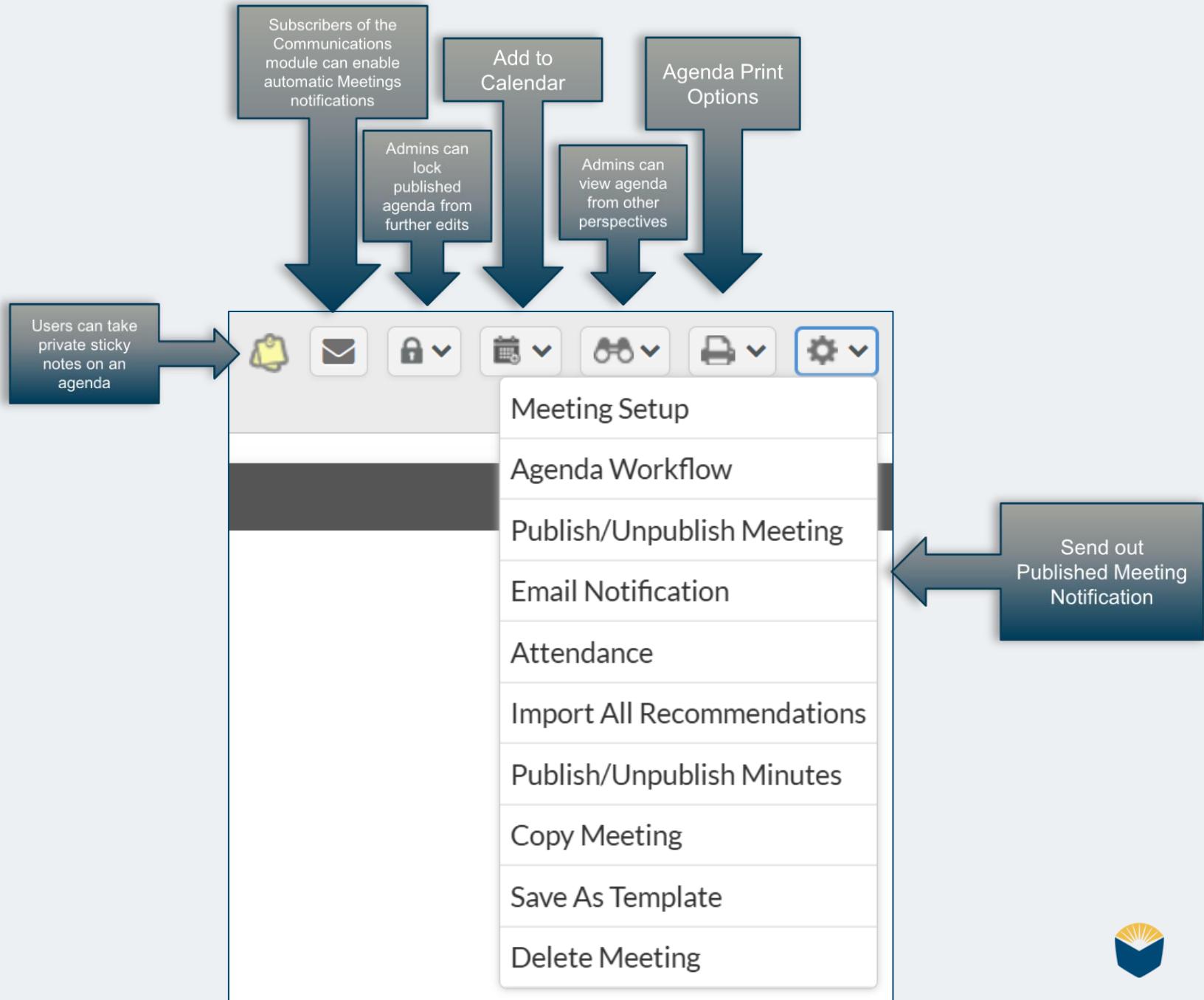
UNPUBLISHED MEETING

Publish/Unpublish Meeting

Item Title	Ready For Meeting	Available For Public Comments	Limited View	Confidential View	Management View	Public View
1. OPENING PROCEDURE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Supporting Documents						
1. Call to Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Adoption of Agenda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Approval of Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Be sure to mark all items Ready or they will not appear on the agenda						
Supporting Documents						
Discussion/Action						
4. Public Comment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. CLOSED SESSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. CONFERENCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
1. Educational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Supporting Documents						
Test Attachment						

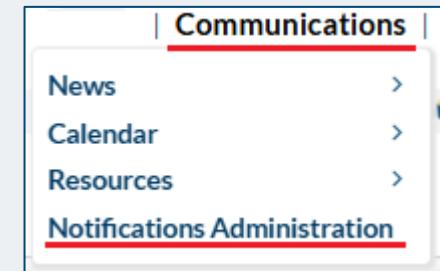
Cancel Save Save and Close





Meetings Module & Communications Module Integration

- With the Communications Module, Admins can enable Notification Subscription for the Meetings Module for Agendas and Minutes
- Admins can view and manage the who is subscribed



Notifications Administration

Meetings Policies News

Administrators can enable the option for users to subscribe to email notifications when meeting agendas or minutes are published. Toggle the setting for each meeting type using the toggles below.

Meeting Type

Meeting Type	Subscribers	Agenda Notifications	Minutes Notifications
Board Meeting (1 subscriber)	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Study Session (0 subscribers)	0	<input type="checkbox"/>	<input type="checkbox"/>
Bond Oversight Committee (0 subscribers)	0	<input type="checkbox"/>	<input type="checkbox"/>
Citizens Oversight Committee (0 subscribers)	0	<input type="checkbox"/>	<input type="checkbox"/>
Finance Committee (0 subscribers)	0	<input type="checkbox"/>	<input type="checkbox"/>
LCAP Committee (0 subscribers)	0	<input type="checkbox"/>	<input type="checkbox"/>

Board Meeting - 1 subscriber

The grid below lists all subscribers for Board Meeting. Use the "Subscribe" column to manage user subscriptions.

First Name	Last Name	Email Address	Subscribed date & time	Is a Simbli User?	Subscribe
Lauren	Austin	Laustin@csba.org	10/07/2025 04:05 PM	Yes	<input checked="" type="checkbox"/>
Shania	Estrada	sestrada@csba.org	09/24/2025 08:35 AM	Yes	<input type="checkbox"/>

Cancel Save and Close



- ▶ The public and site users can subscribe to notifications

SEARCH TRANSLATE Login

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Meetings Listing

Add New Meeting

Legend: Published Unpublished

Subscribe to Notifications

All Meetings	Date - Time	Meeting Title	Minutes	Meeting Type
Upcoming	01/30/2026 - 06:00 PM	Test Regular Meeting		Board Meeting
Prior	01/30/2026 - 06:00 PM	MEETING SAMPLE- Please Do Not Delete		Board Meeting

Regular Board Meeting | 09/25/2025 - 06:00 PM

California School Boards Association | 3251 Beacon Blvd, West Sacramento CA 95691 | Room 100

Notifications Administration

Simbli can send email notifications when materials (meeting agenda/ minutes) are published. To subscribe, or update your subscriptions, provide an email address below. Once the email address is verified, email notifications will be sent as materials become available.

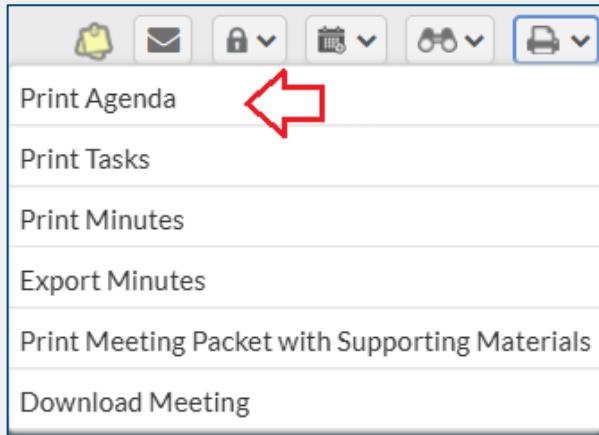
First Name:*

Last Name:*

Email:*

Cancel Verify





Print Agenda

Print Tasks

Print Minutes

Export Minutes

Print Meeting Packet with Supporting Materials

Download Meeting

Print Agenda

Use the options below to generate a print version of Meeting Agenda.

Include Location

Include Page Numbers

Include Printed Date & Time

Include Header On First Page Only

Include Sticky Notes

Include Narrow Margin

Include Condensed Spacing

Include Watermark

Include Footer Text

Agenda Outline Settings

Include Quick Summary / Abstracts (if Available) Hide Label

Include Recommendations (if Available) Hide Label

Include  Confidential Items

Include  Management Items

Additional Field(s)

Print Agenda Options: Print Agenda Outline

 Regular Board Meeting
09/25/2025 - 06:00 PM
California School Boards Association
3251 Beacon Blvd, West Sacramento CA 95691
Room 100

AGENDA

6:00 p.m. – Open Session immediately adjourning to Closed Session;
6:30 p.m. – Regular Open Session

Our Mission

CSBA strengthens and promotes school board governance. We define and drive the public education policy agenda through advocacy, training, and member services. Strong local boards of education are essential to ensure a high-quality education for every student in every community.

I. OPEN SESSION

A. Call to Order and Roll Call

B. Public Comment- Limited to Closed Session Items

The opportunity is provided to allow the public to comment for a period of up to three (3) minutes prior to the Board's consideration of any closed session agenda item. An additional opportunity is provided later in the agenda for comment on open session agenda items or items not on the agenda. [G.C.§ 54954.3] All board meetings are recorded and maintained in accordance with Board Bylaw 9320.

II. CLOSED SESSION

A. Conference With Real Property Negotiator (§ 54956.8)

Property: Modulars and other facilities located at 1601 L St, San Miguel, CA 93451 (Lillian Larsen Elementary School campus)
Agency Negotiators: Karen Grandoli, Shauna Cunningham
Negotiating Parties: District and Almond Acres Charter Academy
Under Negotiation: price

 [Closed Session Attachment](#)

III. OPEN SESSION/ PLEDGE OF ALLEGIANCE

IV. RECONVENE TO OPEN SESSION

V. PUBLIC COMMENT



Print Settings

- Include Location
- Include Cover Page
- Include Page Numbers
- Include Printed Date & Time
- Include Header On First Page Only
- Include Narrow Margin
- Include Watermark Enter watermark here - up to 25 characters
- Include Footer Text Enter footer text here - up to 250 characters

Agenda Outline Settings

- Include Quick Summary / Abstracts (if Available) Hide Label
- Include Recommendations (if Available) Hide Label
- Include Confidential items
- Include Management Items
- Available Field(s)

Supporting Materials

Include items & fields with the visibility of: Limited Confidential Management

[Select All](#)

- I. OPEN SESSION
 - A. Call to Order and Roll Call
 - B. Public Comment- Limited to Closed Session Items
- II. CLOSED SESSION
 - A. Conference With Real Property Negotiator (§ 54956.8)
 - Closed Session Attachment
- III. OPEN SESSION/ PLEDGE OF ALLEGIANCE
- IV. RECONVENE TO OPEN SESSION
- V. PUBLIC COMMENT

Print Meeting Packet with Supporting Materials



Print Agenda

Print Tasks

Print Minutes

Export Minutes

Print Meeting Packet with Supporting Materials

Download Meeting



Your documents are being prepared

For larger meeting packets, the process can take some time. When the process is complete, you'll be notified by the notification icon on the login bar.

You can continue to use Simbli during this process.

[Stay on this page](#)

[Continue](#)



AGENDA

6:00 p.m. – Open Session immediately adjourning to Closed Session;
6:30 p.m. – Regular Open Session

Our Mission

CSBA strengthens and promotes school board governance. We define and drive the public education policy agenda through advocacy, training, and member services. Strong local boards of education are essential to ensure a high-quality education for every student in every community.

I. OPEN SESSION		5
A. Call to Order and Roll Call		6
B. Public Comment- Limited to Closed Session Items		7
<p><i>The opportunity is provided to allow the public to comment for a period of up to three (3) minutes prior to the Board's consideration of any closed session agenda item. An additional opportunity is provided later in the agenda for comment on open session agenda items or items not on the agenda. [G.C. § 54954.3] All board meetings are recorded and maintained in accordance with Board Bylaw 9320.</i></p>		
II. CLOSED SESSION		8
A. Conference With Real Property Negotiator (§ 54956.8) 		9
<p>Property: Modulars and other facilities located at 1601 L St, San Miguel, CA 93451 (Lillian Larsen Elementary School campus)</p> <p>Agency Negotiators: Karen Grandoli, Shauna Cunningham</p> <p>Negotiating Parties: District and Almond Acres Charter Academy</p> <p>Under Negotiation: price</p>		
III. OPEN SESSION/ PLEDGE OF ALLEGIANCE		13
IV. RECONVENE TO OPEN SESSION		14
V. PUBLIC COMMENT		15
<p><i>Comments from the public are limited to items both within the Board's jurisdiction, as well as not on the agenda. The Board may limit public comments to not more than three (3) minutes per person or a total of 20 minutes per topic at the discretion of the Board President. Public comment will also be allowed on each specific agenda item prior to</i></p>		2

II. A. Conference With Real Property Negotiator (§ 54956.8)

Quick Summary / Abstract

Property: Modulars and other facilities located at 1601 L St, San Miguel, CA 93451 (Lillian Larsen Elementary School campus)
 Agency Negotiators: Karen Grandoli, Shauna Cunningham
 Negotiating Parties: District and Almond Acres Charter Academy
 Under Negotiation: price

Supporting Documents

 [Closed Session Attachment](#)

Approved for Submission to the Board of Trustees

Items under Limited View will only show the Title and Quick Summary. Text within this box will only be visible by the Board Members.

Temporary Classroom Unit Negotiation Scenario – School District & Vendor

Overview

District: Riverdale Unified School District
School: Meadow Creek Elementary
Purpose: Lease of four temporary modular classrooms due to construction-related overflow
Duration: 3 months
Required Delivery Date: No later than January 15, 2026
Vendor: ModuSpace Solutions, Inc.
District Contact: Sarah Kim, Director of Facilities
Vendor Contact: Jason Alvarez, Regional Sales Manager

Initial Vendor Proposal (October 1, 2025)

From: Jason Alvarez, ModuSpace Solutions
To: Sarah Kim, Redwood USD
Subject: Modular Classroom Proposal – Meadow Creek Elementary

Dear Ms. Kim,
 Thank you for your inquiry. We are pleased to provide a proposal for four (4) 24'x40' modular classroom units. The proposed terms are as follows:

- Monthly Lease per Unit: \$2,400
- Delivery & Setup: \$18,000 (flat rate)
- Removal & Site Restoration: \$9,000
- Lease Term: 18 months
- Total Estimated Cost: \$240,600

This includes HVAC, ADA-compliant ramps, and skirting. Standard maintenance is included. Estimated delivery date: February 1, 2026. Please let us know if you require earlier delivery.

District Concerns (Internal Memo – October 3, 2025)

From: Sarah Kim
To: Superintendent and Facilities Team

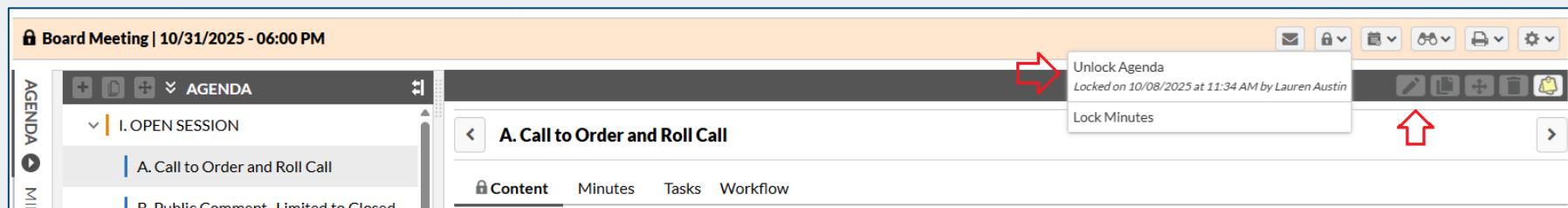
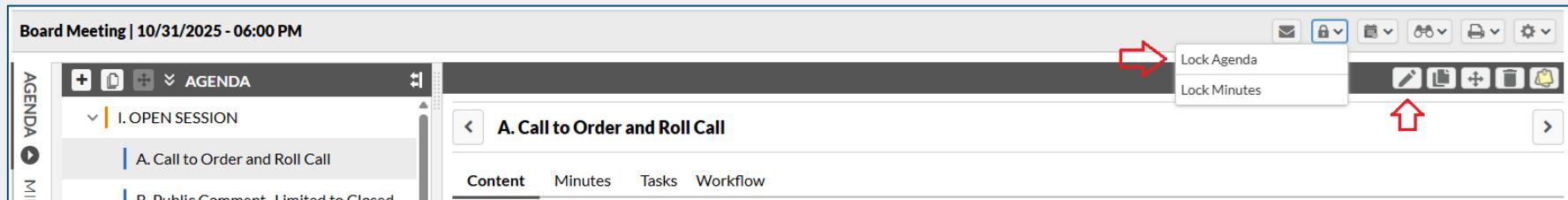
Key issues identified:

- Proposed delivery is later than required. We need units operational by January 15, 2026.
- Monthly lease rate exceeds our budget. Target is \$2,200 per unit.
- Request vendor to waive or reduce the removal and restoration fee.
- Ask whether a lease-to-own conversion option is available after one year.



Lock Published Agenda

- ▶ Admins can lock a published agenda from further edits
- ▶ Meeting Minutes can also be locked



Taking Attendance

Record Attendance - Google Chrome

simbli.eboardsolutions.com/Meetings/RecordAttendance.aspx?S=36030153&MID=45425

Attendance

Record Attendance for Voting Customize Attendee Listing In Minutes

Can Vote	Name	Title	<input type="checkbox"/> Present
----------	------	-------	----------------------------------

In order to record attendance, you must first import attendees. Attendees will be listed as they are defined on the Minutes Administration page for this Meeting Type.

[Import Attendees](#)

Cancel Save Save and Close

Meeting Setup ⚙️

Agenda Workflow

Publish/Unpublish Meeting

Email Notification

Attendance ⚙️

Import All Recommendations

Publish/Unpublish Minutes

Copy Meeting

Save As Template

Delete Meeting



Attendance

Record Attendance for Voting		Customize Attendee Listing in Minutes																													
<table border="1"> <thead> <tr> <th>Can Vote</th> <th>Name</th> <th>Title</th> <th>Present</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Dr. Sandra Johnson</td> <td>Board President</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>James Thompson</td> <td>Board Member</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Jennifer Bailey</td> <td>Board Member</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Timothy Garber</td> <td>Board Member</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Sam Martin</td> <td>Board Member</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Stacy Adams</td> <td>Superintendent</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>				Can Vote	Name	Title	Present	<input checked="" type="checkbox"/>	Dr. Sandra Johnson	Board President	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	James Thompson	Board Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jennifer Bailey	Board Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Timothy Garber	Board Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sam Martin	Board Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stacy Adams	Superintendent	<input checked="" type="checkbox"/>
Can Vote	Name	Title	Present																												
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<input checked="" type="checkbox"/>	Sam Martin	Board Member	<input checked="" type="checkbox"/>																												
<input checked="" type="checkbox"/>	Stacy Adams	Superintendent	<input checked="" type="checkbox"/>																												
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save and Close"/>																															

Votes								
<input type="button" value="Open Online Voting"/> <input type="button" value="Share Results"/> ?		Display Votes as: <input checked="" type="radio"/> Unanimous <input type="radio"/> Listed By Member Reset Ballot						
Set All Votes To:		Motion Made By	Motion Seconded By	Yes	No	Abstain	Recuse	Not Present
Dr. Sandra Johnson		<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
James Thompson		<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jennifer Bailey		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timothy Garber		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sam Martin		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

MEETING MINUTES

Attendance

Voting Members

Dr. Sandra Johnson, Board President
 James Thompson, Board Member
 Jennifer Bailey, Board Member
 Timothy Garber, Board Member
 Sam Martin, Board Member

Non-Voting Members

Stacy Adams, Superintendent



Recording Minutes & Votes

A. Approve Attendance for Summer Conference

Content **Minutes** Tasks Workflow

Example Minutes here.

body

Import Recommendation **Record Votes** **Save**

Import All Recommendations

Open Online Voting **Share Results** **Print**

Display Votes as: **Unanimous** **Listed By Member** **Reset Ballot**

Set All Votes To: **Board Member 2**

	Motion Made By	Motion Seconded By	Yes	No	Abstain	Recuse	Not Present
Board Member 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board Member 1	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board Member 3	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board Member 4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board Member 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Post Votes Minutes

Example minutes here.

Motion Approved

A. Approve Attendance for Summer Conference

Example minutes here.

Motion made by: Board Member 2

Motion seconded by: Board Member 5

Voting:

Board Member 2 - Yes

Board Member 1 - Yes

Board Member 3 - Yes

Board Member 4 - Yes

Board Member 5 - No

Motion Approved

Unanimous:

B. Approval of Minutes of the Meeting of the Board of Trustees

Example minutes here.

Motion made by: Board Member 2

Motion seconded by: Board Member 1

Voting:

Unanimously Approved



- ▶ You can share Voting Results to logged in Board Members and to a Display Account for the public to view during the Board Meeting

Votes		5/5						
		Display Votes as: <input checked="" type="radio"/> Unanimous <input type="radio"/> Listed By Member Reset Ballot						
Set All Votes To:		Motion Made By	Motion Seconded By	Yes	No	Abstain	Recuse	Not Present
Dr. Sandra Johnson		<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
James Thompson		<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jennifer Bailey		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timothy Garber		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sam Martin		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- ▶ The Display Account will need only two permissions- Access This Type and Administer Minutes and be projected during the meeting

Administration	About Us	Meetings	Planning	Policies	Evaluations	Communications	Documents												
		Administration		Attendee															
Meeting Type		<input type="checkbox"/> Access This Type	<input type="checkbox"/> Administer Users	<input type="checkbox"/> Administer Meetings	<input checked="" type="checkbox"/> Administer Minutes	<input type="checkbox"/> Edit Tasks	<input type="checkbox"/> Access Meeting Templates	<input type="checkbox"/> View Unpublished Meetings	<input type="checkbox"/> View Pending Items	<input type="checkbox"/> View Confidential Items	<input type="checkbox"/> View Management View Items	<input type="checkbox"/> View Limited View Items	<input type="checkbox"/> Can Vote	<input type="checkbox"/> View Tasks	<input type="checkbox"/> Use Sticky Notes	<input type="checkbox"/> Download Offline Versions	<input type="checkbox"/> Email Notify		
Board Meeting		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



Meeting Admin screen:

MEETING SAMPLE- Please Do Not Delete | 01/30/2026 - 06:00 PM

AGENDA MINUTES TASKS

AGENDA

- 4. OPEN SESSION/ PLEDGE OF ALLEGIANCE
- 5. RECONVENE TO OPEN SESSION
- 6. PUBLIC COMMENT
- 7. ADOPTION OF AGENDA
- 8. *RECOGNITION OF ACHIEVEMENT
 - 1. Student Recognition
- 9. COMMUNICATION AND REPORTS
 - 1. Student Presentations
 - 2. Report of Board Members
- 10. APPROVAL OF CONSENT AGENDA
 - 1. Approve Attendance for Summer Conference
 - 2. Approval of Minutes of the Meeting of the Board of Trustees
 - 3. Policy Review
- 11. Action Items
- 12. GENERAL

1. Approve Attendance for Summer Conference

Content Minutes Tasks Workflow

from \$230 to \$295 and include lunch on Thursday.

Additional costs include individual session fees ranging from \$195 to \$295. Guest lunch tickets are available for \$40. Registration opens one hour prior to each session.

body

Import Recommendation Record Votes Save

Votes

Open Online Voting Share Results

Display Votes as: Unanimous Listed By Member Reset Ballot

Set All Votes To:

	Motion Made By	Motion Seconded By	Yes	No	Abstain	Recuse	Not Present
Board Member 2	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board Member 1	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board Member 3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board Member 4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board Member 5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- After recording the vote, the Meeting Admin will click the 'Share Results' button

Display User screen:

csba GAMUT

Home > Meetings Listing > Board Meeting

MEETING SAMPLE- Please Do Not Delete | 01/30/2022

AGENDA MINUTES

AGENDA

- 4. OPEN SESSION/ PLEDGE OF ALLEGIANCE
- 5. RECONVENE TO OPEN SESSION
- 6. PUBLIC COMMENT
- 7. ADOPTION OF AGENDA
- 8. *RECOGNITION OF ACHIEVEMENT
 - 1. Student Recognition
- 9. COMMUNICATION AND REPORTS
 - 1. Student Presentations
 - 2. Report of Board Members
- 10. APPROVAL OF CONSENT AGENDA
 - 1. Approve Attendance for Summer Conference
 - 2. Approval of Minutes of the Meeting of the Board of Trustees
 - 3. Policy Review
- 11. Action Items

Voting Results

1. Approve Attendance for Summer Conference

Voting Results

Motion made by: Board Member 2
Motion seconded by: Board Member 1

Voting:

Board Member 2 - Yes
Board Member 1 - Yes
Board Member 3 - Yes
Board Member 4 - Yes
Board Member 5 - Yes

Close Pop up Record My Vote

Amanda Monroe, Governance Technology Specialist

- The Display User will get a pop up on their screen with the voting result
- Click 'Close Pop up' when finished



► Add supporting documents directly into the minutes

Content **Minutes** Tasks Workflow

Save

Supporting Documents

Drag & Drop File Here
-or-
Click to browse for file(s)

Title
 Test JPG Image
 Sample Attachment

Supporting Links 

Add More Links

Enter Hyperlink Title Here | Enter URL Here
Enter Hyperlink Title Here | Enter URL Here
Enter Hyperlink Title Here | Enter URL Here

Cancel Save **Save and Close**

1. EDUCATIONAL SERVICES 

The superintendent recommends the board approve the resolution as presented.

Motion made by: Dr. Sandra Johnson

Motion seconded by: James Thompson

Voting:

Dr. Sandra Johnson - Yes

James Thompson - Yes

Jennifer Bailey - Yes

Timothy Garber - Yes

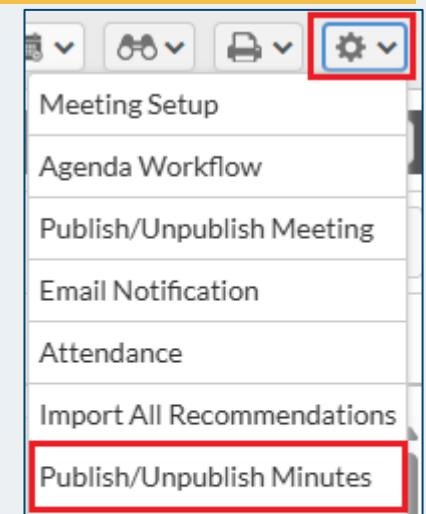
Sam Martin - Not Present

 [Test JPG Image](#)

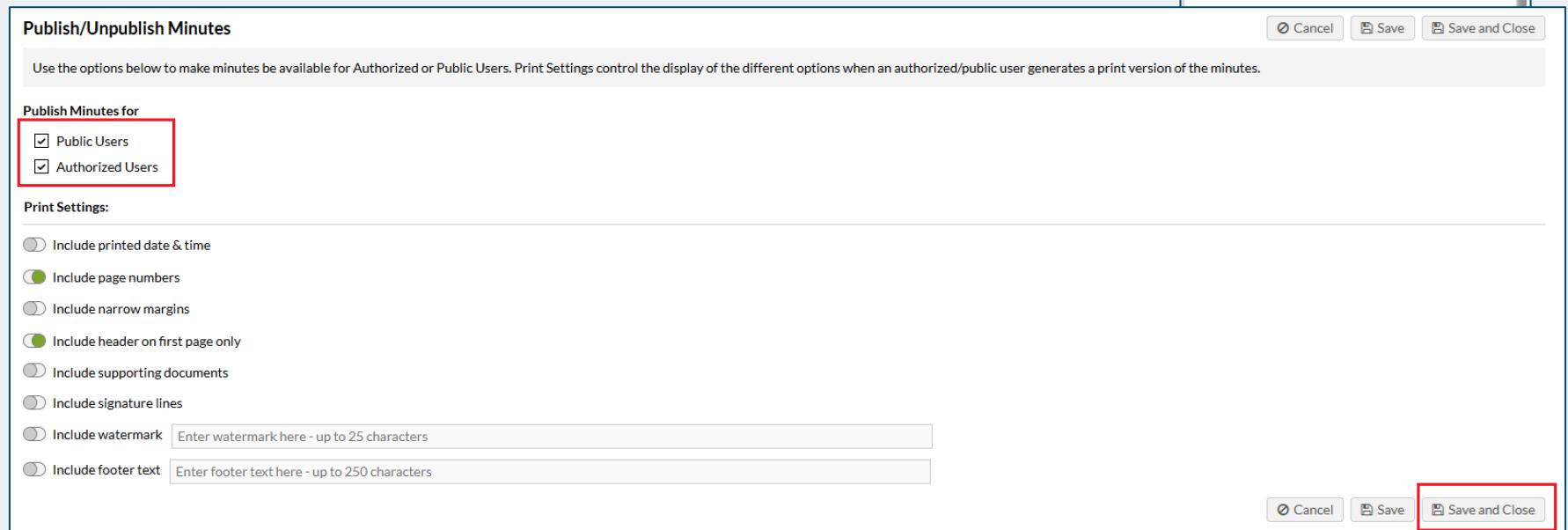
 [Sample Attachment](#)



Publishing Minutes after Board Approval



The screenshot shows a vertical menu on the right side of the application. At the top are icons for file operations: a folder, a magnifying glass, a printer, and a gear. The gear icon is highlighted with a red box. Below these are several menu items: 'Meeting Setup', 'Agenda Workflow', 'Publish/Unpublish Meeting', 'Email Notification', 'Attendance', 'Import All Recommendations', and 'Publish/Unpublish Minutes'. The 'Publish/Unpublish Minutes' item is also highlighted with a red box.



Publish/Unpublish Minutes

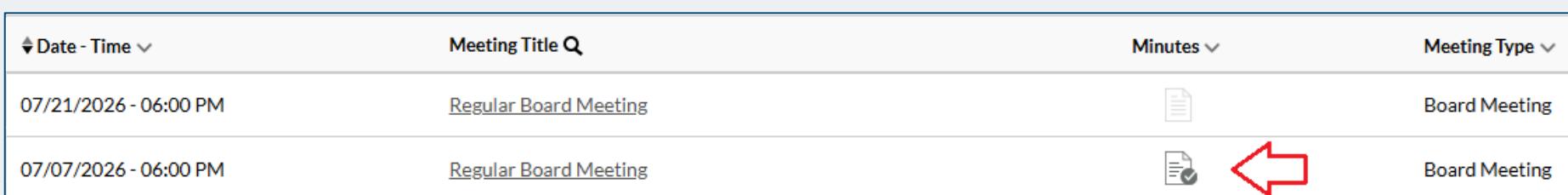
Use the options below to make minutes be available for Authorized or Public Users. Print Settings control the display of the different options when an authorized/public user generates a print version of the minutes.

Publish Minutes for:

Public Users
 Authorized Users

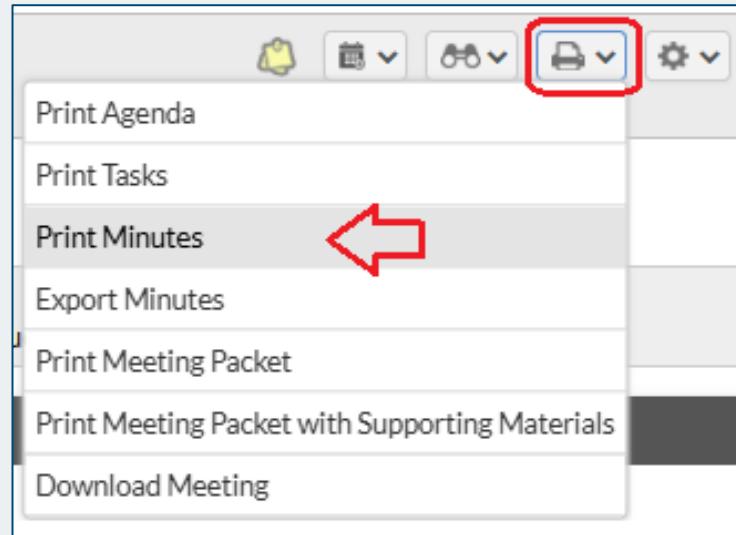
Print Settings:

Include printed date & time
 Include page numbers
 Include narrow margins
 Include header on first page only
 Include supporting documents
 Include signature lines
 Include watermark
 Include footer text



Date - Time	Meeting Title	Minutes	Meeting Type
07/21/2026 - 06:00 PM	Regular Board Meeting		Board Meeting
07/07/2026 - 06:00 PM	Regular Board Meeting		Board Meeting

Printing Minutes



Print Minutes

Use the options below to generate a print version of meeting minutes.

Include printed date & time
 Include page numbers
 Include narrow margins
 Include header on first page only
 Include supporting documents
 Include signature lines
 Include watermark
 Include footer text

Print Minutes

Use the options below to generate a print version of meeting minutes.

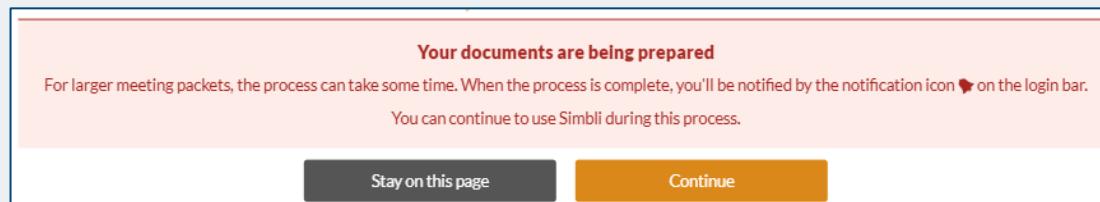
Include printed date & time
 Include page numbers
 Include narrow margins
 Include header on first page only
 Include supporting documents
 Include signature lines (highlighted)
[Select All](#)
 Clerk of the Board
 Board President
 Superintendent
[Add New Signature Lines](#)
 Include watermark
 Include footer text

Print



Printing Minutes: Signature Lines

- When your print is ready, you will see a notification in the bell icon where you can click to view your print



XII. ADJOURNMENT

Clerk of the Board

Board President

Superintendent



Printing Minutes: Supporting Documents

B. BUSINESS

1. Approve Board Retreat

It is recommended that the Board Retreat at Lake Natoma Inn be approved.

Voting:

Board Member 1 - Yes
Board Member 2 - Yes
Board Member 3 - Yes
Board Member 4 - Yes
Board Member 5 - Yes

Motion Approved.



Conference Registration Form

Supporting Documents

The following PDFs were attached to the minutes:

IV. Conference With Real Property Negotiator (§ 54956.8)

 Closed Session Attachment

X. A. Approve Attendance for Summer Conference

 Conference Registration

XI. B. 1. Approve Board Retreat

 Conference Registration Form

- 05/01/2025 - Meeting Minutes

12 / 13 | - 100% + | ☰

Conference Registration Form

Board Retreat

Registration Details

Last Name: _____ First Name: _____
Organization: _____
Address: _____
Zip Code: _____ City: _____
Phone: _____
Email: _____

Registration Fee





Get Support:

Reach the GAMUT Team:

gamut@csba.org

916-669-4686

Sales Inquiries:

**Shania Estrada,
Program Coordinator
Sestrada@csba.org**



Thank you



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www.csba.org | 800 266.3382