



Friends School Board
Regular Board Meeting
Saturday, November 16, 2019; 1:00 PM
Conference Room
199 Lafayette St
New York City, NY 11111

1. Call to Order
2. Pledge of Allegiance
3. Review Policy 6.200.
4. Vote on Dundie Awards to be presented at this year's Dundies Ceremony:
 - Ryan: Hottest in the Office Award
 - Kevin: Don't Go in There After Me Award
 - Stanley: Fine Work Award
 - Pam: Whitest Sneakers Award
 - Meredith: Best Mom Award
- 5.
6. Discuss the Fun Run: A Smashing Success
7. Vote to Shut Down Cafe Disco
8. Michael Scott reports of his favorite quotes from The Office
 - A. Would I rather be feared or loved? Easy. Both. I want people to be afraid of how much they love me. - Michael Scott
 - B. I'm not superstitious, but I am a little stitious. - Michael Scott
 - C. The worst thing about prison was the dementors. - Michael "Prison Mike" Scott
9. Fire Drill Test: Would Smokey Bear be Proud?
10. Adjourn



BOEconnect Board Member Training

Logging In

1. Access the TSBA web site <https://logon.boeconnect.net>.
2. Add a shortcut on your desktop or add to “My Favorites” menu in your internet browser.
3. Type in your Username & Password.
4. Click “Log On.”

Home Screen

1. How to change your personal information:
 - a. Click your name at the top left-hand corner and select Manager Your Information.
 - b. You can change your username, password, and contact information on this page.
 - c. Click the blue Save User’s Information to save your changes.
2. Meetings & Agendas: This is a list of your most recent meetings.
3. Calendar: This calendar lists all Board Meetings and other related events.
4. Links: These are frequently visited sites specific to your school district, and helpful TSBA links.

How to Join and Navigate Your Meeting

1. On your Home page, under the Meetings & Agendas section, select the meeting you want to join.
2. Click View Meeting Details (Join Meeting).
3. Click “Follow Leader” at the top of the screen to follow along during your meeting.
4. To add a personal note on a specific agenda item, click the orange Add Note button on the right-hand side of the screen. (This note is for your personal use. No one else can view your notes).
5. To vote, once the meeting leader opens voting, select your vote (Yes, No, Abstain, Amend, add Subsidiary motion) and click save.



BOEconnect Board Member Training

How to View and Download Agenda Reports, Minutes Reports and Attachments

Option 1:

1. On your Home page, under the Meetings & Agendas section, select the meeting you want to view.
2. Click Agenda Report or Minutes Report from the dropdown list.
3. Click the blue Download button if you do not want to include attachments.
4. If you want to include attachments, click the [Actions Menu...](#) on the right-hand side of your screen and select [Download Form...](#)
5. You can choose to include attachments by choosing from one of the **Include Attached PDFs?** Dropdown menu.
6. All attachments will automatically be selected, but you can unselect attachments that you do not want to include in your download.
7. Once you have made your selections, click the blue Download button.

Option 2:

1. On your Home page, under the Meetings & Agendas section, select the meeting you want to view.
2. Click View Meeting Details (Join Meeting).
3. In the light-blue banner, select Tools>Reports>Agenda Reports or Minutes Reports.
4. Chose the Report that says (Use This One) in the title.
5. If you want to include attachments, click the [Actions Menu...](#) on the right-hand side of your screen and select [Download Form...](#)
6. You can choose to include attachments by choosing from one of the **Include Attached PDFs?** Dropdown menu.
7. All attachments will automatically be selected, but you can unselect attachments that you do not want to include in your download.
8. Once you have made your selections, click the blue Download button.



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Option 3:

1. On your Home page, in the grey banner, click Meetings and select Meetings, Minutes, and Agendas from the dropdown list.
2. Scroll down until you find the meeting you want to view.
3. Click the blue Agenda Report or Minutes Report under the Reports column.
4. If you want to include attachments, click the [Actions Menu...](#) on the right-hand side of your screen and select [Download Form...](#)
5. You can choose to include attachments by choosing from one of the **Include Attached PDFs?** Dropdown menu options.
6. All attachments will automatically be selected, but you can unselect attachments that you do not want to include in your download.
7. Once you have made your selections, click the blue Download button.

Option 4: (You cannot download Minutes Reports or Attachments using this option)

1. On your Home page, under the Meetings & Agendas section, select the meeting you want to view.
2. Click Meeting Quick View.
3. Once the meeting loads, check the “Attachments” box on the left-hand side of the screen under “View Options:”. This allows you to view and open attachments.
4. Click the blue Download button to download the agenda.

Option 5: (You cannot download Attachments using this option)

1. On your Home page, in the grey banner, click Home and select Your Public Homepage from the dropdown list.
2. Scroll down until you find the meeting you want to view.
3. Click the blue Agenda/Minutes button on the right-hand side of the screen.
4. Click the blue Download button at the top left-hand side of the screen.



BOEconnect Board Member Training

How to View Archived Meetings

1. Click Meetings in the grey bar.
2. Select Meetings, Minutes, and Agendas from the dropdown list.
3. Click View Archived Meetings.

How to Search Meetings

1. On your Home page, click the magnifying glass at the top right-hand of the screen.
2. Type your query into the search box.
3. Use the Advanced Search Options on the right-hand side, as needed.

As is the case with the creation of other electronic records such as e-mails, BOEconnect users are advised to use caution when using the NOTES feature. Although a note may not be intended for others, users may have to release it to a complaining party if it remains a part of your BOEconnect account and is demanded in a lawsuit concerning a controversial board action. In addition, BOEconnect notes may be subject to state retention/disposal and Open Records Act requirements. Users should consult with the Superintendent, who may wish to request advice from the Board's attorney regarding individual situations where concerns may arise. In summary, **do NOT include in BOEconnect NOTES any information you would not want to be read later by someone else.**

Portal Login: <https://logon.boeconnect.net/>



JUST FRED

Rabies Awareness Fun Run
15
DUNDER MIFFLIN, INC. SCRANTON, PA.

Rabies Awareness Fun Run
6
DUNDER MIFFLIN, INC. SCRANTON, PA.

Rabies Awareness Fun Run
14
DUNDER MIFFLIN, INC. SCRANTON, PA.

Rabies Awareness Fun Run
3
DUNDER MIFFLIN, INC. SCRANTON, PA.

Rabies Awareness Fun Run
1
DUNDER MIFFLIN, INC. SCRANTON, PA.

Michael Scott's
Dunder Mifflin
Scranton Memorial
Celebrity Rabies
Awareness Fun Run
Race for The Cure

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MIFFLIN,**
PAPER COMPANY

DUNDER MIFFLIN, INC.
1725 Slough Ave.
Scranton, PA

000423

Pay
to the order of

SCIENCE

\$ 340.00

THREE HUNDRED AND FORTY

Dollars

Memo

Mouly G. Scott

⑆ 2 1 4 8 1 8 6 6 ⑆ 1 2 3 4 5 6 7 8 9 ⑆ 5 4 3 2

Café Disco

Pros

Great Music

All-you-can-drink Espresso Machine

Limbo

Michael claims it "Relieves Stress"

Dance Offs Between Andy and Kelly

Creed Donates His Mini Disco Ball

Encourages Staff to not be "too focused on work"

Cons
Angela Hates It!

Dwight Schrute's office fire drill tested for OSHA safety compliance



“Fire, oh my goodness, what’s the procedure?”



1. Look for the Exits



2. Touch the door handle to see if it's hot.



3. If you can't get out, call for help from the window.



4. 911? Anybody?

