

## Entering a Staff Report in BoardDocs

### Reviewing the staff report (EA or Designee)

- Ensure the correct version of staff report was used (current version has a revised date of October 2021)
- Double check spelling and format
- Ensure any school name included in the title and elsewhere is the FULL name of the school (*ex: Alice Maxwell Elementary School or B.D. Billingshurst Middle School*)
- Add hyperlinks for Board Policy, Nevada Revised Statutes, Nevada Administrative Code, federal regulations, etc.
- Search for prior actions in BoardDocs, add the action taken, and the hyperlink directly to that item
- Ensure the Strategic Plan and Board Policy names and numbers listed are current
- Convert attachments to PDF
- Have the Chief or their designee review and then enter the staff report into BoardDocs

### Entering staff reports in BoardDocs

- Under “Meetings” tab in BoardDocs, go to “My Agenda Items”
- On the left side of the screen, there are 3 lines that look like a hamburger, click that icon and then “New Agenda Item”
- Then select the meeting you want to add the agenda item to (be sure to double check the date and meeting as there could be multiple meetings scheduled for the same date)
- Select the Category for the agenda item (Consent, Presentation/Action, Budget, etc.)
- The type of agenda item it is (Action, Action (Consent), Information, Presentation, etc.)
- Select the Strategic Plan Goal
- If the agenda item is for “action,” include the information in the Recommended Action box
- Select the “Approval Tree” which is who will give final approval – Superintendent or Deputy Superintendent
- Copy and Paste the staff report (everything except the title on the Word document) into “Public Content” section and format appropriately
- Save content and double check links and formatting prior to submitting the agenda item to the appropriate meeting (paper airplane icon)
- Add the Word version of the staff report as an attachment