

Business Manager Roles and Responsibilities 2023 Final Assessment

Pick one of these choices:

1. Create a Special Board **Meeting Notice** for a meeting that **occurs the next day** regarding the approval of a **contract for a new science teacher**. Also let me know **where this is posted** and **who should be notified**.

OR

2. Create an **Agenda** for a **Special Meeting** that will include an **Executive Session**.

Note: I will not accept material that you have used for a previous meeting. I want you to create the meeting notice or agenda just as you would if you got notified of a Special Meeting today.