

INSTITUTIONAL REQUIREMENTS FOR COVER PAGES AND BOARD MATERIALS

1. Submission dates for Board materials are posted on the State Board of Education website approximately one year in advance of the meeting.
2. Submission dates are non-negotiable. Any agenda items received after the posted submission date will be moved to the next regularly scheduled Board meeting.
3. Any documents or files received by OSBE that do not meet the requirements set out in Section 4 – 10 (below) will be returned for correction.
4. Handout materials at a meeting are discouraged. However, if handouts are needed, they will be three hole punched and include the appropriate Tab number. (Contact your OSBE staff contact for the correct Tab number). Handouts must be given to OSBE staff no later than the morning of the Board meeting. OSBE staff must be notified of the handout at least one business day prior to the meeting. Provide 30 additional copies of each handout to staff for media and audience.
5. All Cover Pages will be produced using the templates as provided on the web, and each agenda item needs to be submitted as a separate document.
 - a. Margins will be one inch (top, bottom, right, left).
 - b. The font type will be Arial 12 point.
 - c. Text will be justified.
 - d. Paragraph text under the major headers will be left indented .5 inches.
 - e. Do not include any embedded headers, embedded footers, or page numbers. OSBE staff will add those to the document once it has been proofed and approved.
 - f. All headers will be included on every cover page (all caps, bold, no color for header) in the exact order as listed in the template. If the section does not pertain to the agenda item, it should be noted as N/A under the major header. Those headers that are not applicable will be removed by staff.
 - g. REFERENCE documents that will not be distributed as part of the Agenda will be emailed to OSBE contact as a separate file. If the reference material is not available electronically, the material will be faxed or mailed to the OSBE contact within the agenda materials due date.
6. All Excel documents must include a column at the left edge of the worksheet that contains consecutive numbers identifying each line of data.
7. All documents will be sent to OSBE electronically in WORD or EXCEL format. Excepting Cover Pages, PDF documents will be accepted if those materials are

not available in Word or Excel (example: Scanned PDF's of signed contracts). Please notify OSBE contact if a file will be submitted in any format other than WORD or EXCEL.

8. Sections I (HR) and II (Finance) of the BAHR agenda will be submitted separately. If submitting more than one Agenda item within a section, each item will be submitted as a separate document.
9. Section I BAHR HR format will include the cover page identical to Section II. The information required for each position will include:

Position Title
Type of Position
FTE
Term of Appointment
Effective Date
Salary Range
Funding Source
Area/Department of Assignment
Duties and Responsibilities
Justification of Position

- All required information titles are aligned at left margin.
- No colon after title.
- Information for each title will be aligned at 3" on the Word page ruler.
- Complete information for each position will be on one page – do not carry portion of position information to the following page.