

**CHECKLIST TO PREPARE FOR DELIBERATIVE SESSION**  
**Begin preparations as a part of the Budget Timeline Process in September**

Task Description	Responsible
Set date and snow date of the Deliberative Session with the Board in <u>October</u> and confirm with <ul style="list-style-type: none"> <li>• Attorney</li> <li>• Moderator</li> <li>• Clerk</li> <li>• Checklist Supervisors</li> <li>• School (reserve gym from close of school on or Friday afternoon if Sat. mtg.)</li> </ul>	Board/SAU
Confirm date and snow date with: <ul style="list-style-type: none"> <li>• Legal Counsel</li> <li>• Moderator</li> <li>• Clerk</li> <li>• Town Manager</li> </ul>	SAU
Plan pre-Deliberative Session Meeting with Attorney, Moderator, Clerk, SB Chair, Checklist	SAU
Arrange for videotaping of the Deliberative Session if CTV is not taping it.	SAU
Check w/Board Chair about recognitions to be given	SAU
Post: <ul style="list-style-type: none"> <li>• Warrant,</li> <li>• MS-27,</li> <li>• Default Budget</li> </ul> See DRA Posted Annual SB2 Schedule	SAU
Meet with Director of Buildings: <ul style="list-style-type: none"> <li>• provide floor plan and request</li> <li>• podium,</li> <li>• extension cords,</li> <li>• 2 Microphones</li> </ul>	SAU
Request projector and laptop set-up from Technology Director	SAU
Bring: <ul style="list-style-type: none"> <li>• (100) copies of the Warrant</li> <li>• MS-27</li> <li>• Default</li> <li>• Summary of Budget by Function</li> <li>• Ppt. on stick or preloaded on computer</li> <li>• blank index cards, (Red and Green)</li> <li>• nameplates for Board and Budcom</li> <li>• table skirting</li> <li>• secret ballots</li> <li>• pencils</li> </ul> to the Deliberative Session	SAU
Combine all Moderator and School Board Ppts into one Ppt.	SAU
Check with School District Clerk for names of people running for office to announce at the meeting (or add to the PowerPoint slides.)	SAU
Go to school an hour before meeting and test/check: <ul style="list-style-type: none"> <li>• laptop and projector are working and powerpoints are loaded</li> <li>• audio equipment is on an working</li> </ul>	SAU/Ellis
Retrieve final attendance number from Checklist Supervisor	SAU
Bring timesheets for the Checklist Supervisors to complete to get paid.	SAU