**New Clerk Training  
Steve Hamel, MASBO Interim Services/Trainer****Thursday, January 14Wednesday, January 20**

* Welcome and change names 8:45 – 9:00
* Board Minutes 9:00 – 10:00
* Break 10:00 – 10:15
* February 1 Enrollment Count 10:15 – 10:45
* Preliminary Budget Data Sheets 10:45 – 11:45
* Lunch 11:45 – 12:45
* Pupil Transportation Forms Due 12:45 – 1:15
* Notice of Intent to Increase Non-Voted Levies 1:15 – 2:30
* Break 2:30 – 2:45
* Elections 2:45 – 3:15
* Questions 3:15