



**Board of Education Office**

Educational Support Center  
1500 E. 128<sup>th</sup> Avenue  
Thornton, CO 80241

TO: Board Members  
FROM: Frances Mullins  
RE: BoardDocs® Document Management Service for Adams 12  
DATE: November 22, 2016

**NEED:**

A governance software system that provides Board members electronic access to meeting agendas and enclosures and secure access to confidential documents, and provides increased transparency for the public through access to past agendas and enclosures as well as Board policies, minutes, monitoring reports and resolutions.

**BACKGROUND:**

The new website does not provide a secure system to post confidential documents for Board members and does not provide for access to past agendas and enclosures. In researching options to address this issue, I've obtained information from Westminster School District ([attached](#)) who recently conducted a review of available systems. I have also surveyed board and superintendent assistants of metro area school districts that use BoardDocs®. Response received from Boulder, Denver and Westminster indicate a high level of satisfaction with the systems ease of use and the company's technical support and customer service. (Jeffco also uses BoardDocs® but did not respond.) Based on this information and the cost and time of an RFP process, Chris has approved moving forward with a sole source purchase of the service. Kelly Wooden has indicated her support for this decision and its compliance with District practice.

**ISSUE:**

What level of BoardDocs® is needed by the Board and are there additional uses that would be beneficial to the District?

**INFORMATION:**

BoardDocs® is a cloud-based board management service from Emerald Data Solutions developed specifically for public governing bodies to provide a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the Internet. There are two levels of service available, the entry level [BoardDocs® LT](#) and the comprehensive [BoardDocs® Pro](#). There is also a Plus enhancement to each level that enables organizations with multiple governing bodies or entities additional BoardDocs® services for each group via one subscription. This option could provide an internet mechanism for District groups and committees such as the District

Accountability Committee (DAC), Five Star Leadership Academy (FSLA), Long Range Planning Advisory Committee (LRPAC), Bond Oversight Committee and Finance Committee to post information for members and the public.

The attached [BoardDocs® Info Sheet](#) provides a comparison of the two levels of service. The difference between the two options come down to services available, training and cost. Below is a summary of these items for both levels of service.

<b>LT SUMMARY</b>	
BoardDocs® LT Document Management System – One-time start-up fee	\$1,000
BoardDocs® LT Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, implementation, updates, upgrades and customization)	\$3,000 per year
BoardDocs® Plus for LT Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, implementation, updates, upgrades and customization)	\$6,000 per year
Training – 4 hours	

<b>PRO SUMMARY</b>	
BoardDocs® Pro Document Management System – One-time start-up fee	\$1,000
BoardDocs® Pro Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, updates, upgrades, implementation and customization)	\$12,000 per year
Additional Features of Interest <ul style="list-style-type: none"> <li>• Document annotation for Board members</li> <li>• Integrated Board Goals Management and Tracking</li> <li>• Advanced Document Workflow</li> </ul>	
BoardDocs® Plus for Pro Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, implementation, updates, upgrades and customization)	\$20,000 per year
Training – two days	

BoardDocs provides the options to caption pictures and attach videos. They are working on ADA accessibility compliance.

The BoardDocs.com website provides videos on each service, go to Services, click on BoardDocs LT, BoardDocs Pro or BoardDocs Plus.

**RECOMMENDATION:**

I believe moving to a governance software system will provide a greater level of access for board members, staff and the public while also establishing continuity in the management of board documents and information. After reviewing the BoardDocs® services available and extensive conversation with their staff, BoardDocs® LT seems to address the current needs of the Board at a reasonable cost. There are two features available in the Pro that I believe might be of interest to the Board and District. The first being the “Private Document Annotations for Board Members” but I find it difficult to justify the additional cost. The “Advanced Document Workflow with Support for Unlimited Number of Document Submitters” may be of interest in the future but the Board/District has the option to upgrade to the Pro service at any time.