



## **Board Minutes Module**

It is a web based solution to help schools publish board minutes, agendas, resolutions, and any other public documents to their websites without depending on their own IT resources. It also helps in the creation and routing of board packets to officials to make the work easier and less cumbersome.

## **Board Minutes Publication Module**

Powering School websites to publish board and public documents

### **Capabilities:**

- Any internal documents that need to be made available to the public via your website can be accomplished in minutes
- Website visitors can easily search, retrieve and review documents with an easy query
- Create & route board packets electronically

### **How it works:**

- A simple link on your website provides a window to all documents
- A digital file cabinet in the portal stores public documents
- A simple add or delete interface provides a mechanism to store documents

### **Benefits:**

- You can publish public access documents instantly without internal IT resources
- Meet FOIA ,document retention and other compliance mandates.
- Board officials can access, review and comment on board packets via a portal

### **Who can use it:**

- Any school that needs to publish documents to the web can subscribe to this module
- Schools that want to implement efficient creation and routing of board packets
- Schools looking to adopt best practices