



Lorelei Case
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To: Ruth Zuclich
Board of Education

From: Lorelei Case *LC*

Date: August 30, 2017

Subject: E-Docs

The Business Office has researched electronic versions of board meeting agendas and documents.

After review of the options, Orange-Ulster BOCES supports and recommends BoardDocs Pro.

This option will allow the district clerk to post agendas and related documents. Board members will be able to search agendas, minutes, enclosures and related documents. The board documents that are in the system will be retained as required by SARA.

BoardDocs Pro:

Unlike in prior years when the option was considered, this version is designed specifically for school board agendas and documents and the district has the necessary wireless access to allow use of an electronic version at board meetings.

The related document is attached. If you have additional questions prior to Tuesday night's discussion, please forward to my attention.

It is our desire to move forward with the electronic version so that board members can have immediate access to BoardDocs versus waiting for hardcopies to be delivered to their homes.

LC:mo

ADMINISTRATION
William J. Hecht
District Superintendent/CEO
Deborah McBride Heppes
Assistant Superintendent for Finance
Theresa A. Reynolds
Assistant Superintendent for Instruction
Sharleen Depew
Clerk of the Board



BOARD MEMBERS
Dorothy A. Slattery, President
Eugenia S. Pavsek, Vice-President
Michael Bello
Lawrence E. Berger
Martha Bogart
William M. Boss
David Eaton

Sheila Almond
Information Processing Manager
sheila.almond@ouboces.org

Dear _____

Thank you for allowing the Orange-Ulster BOCES Office of Records Management the opportunity to provide a quote for BoardDocs Pro for 2017-2018. BoardDocs Pro is a service that provides governance organizations a quick and easy way to manage documents associated with Governance. The result is a document workflow and information solution that provides for the electronic collection, management and distribution of governance documents. BoardDocs Pro Service includes:

- BoardDocs eAgenda solution
- BoardDocs Library with Support for Events, News, Board Goals and Board Member Pages
- Customizable Packets for each type of stakeholder
- Private Document Annotations for Board Members
- Advanced Document Workflow with Customizable Approval Trees and Collaborative Annotations
- On-line or Manual Voting with support for virtually any type of vote
- Automated Minutes generation
- Automated Public ScoreBoard, with Voting Results and Speaker Timers
- 100% Web-based for access from Windows, Macintosh, Linux and iPad devices
- Access to BoardDocs MetaSearch
- Daily backups
- User and Security Administration via People Manager
- On-site training
- No extra charge for customization
- Access to all software enhancements, including version updates and fixes for the Term of the Agreement

The Orange-Ulster BOCES (OUB) Office of Records Management will support BoardDocs for CSD by assuring NY State Archive compliance for retention, long term preservation of permanent district board minutes, eGovernance and best practices in New York State. The OUB e-doc software allows for population of the permanent records from BoardDocs, with additional subscription, to the OUB e-doc system as a repository for inactive board minutes in adherence with the New York State Archives guidelines for digital imaging and long term storage.

The OUB has ensured the following:

- Adherence to the Imaging Production Guidelines 2014 from the NY State Archives
- Full support of the OUB Technology Department under the supervision of the Director of Technology Forrest Addor
- A virtual server and storage area network (SAN) with room for expansion for OUB e-doc
- Management of upgrades in software and hardware
- Management of technology developments and trends
- A five year technology and migration plan
- Compliance with the state records management and imaging regulations
- Effective audit trails: who accesses the system and when it is accessed
- Effective virus protection
- Built in program security with additional security to encrypt the user name and password store on the server
- Server backups stored off site in adherence with SARA guidelines 2014
- Disaster Recovery plan in place in adherence with SARA guidelines 2014
- Customizable search criteria as well as key word search
- Easy access to documents by a variety of search tools, manual and key word searches
- Staff roles and responsibility
- Training on OUB e-doc
- Retention of records stored on OUB e-doc according to the ED-1
- Compliance with Information Resource Management Technology Policy 96-16A
- All records are scanned in as non-compressed PDF/A's
- User and access rights for each file cabinet and its documents dictated by the district

Cost:

Annual subscription cost for each district - \$9,000.00
One-time (non-recurring) charge for set up - \$1,000.00
Annual Orange-Ulster BOCES Support - \$1,500.00

Total: \$11,500.00

Please let me know if you would like to schedule a live demonstration via the Web for BoardDocs. Please contact me at 845-781-4363 ext. 10746 if you have any questions.

Sincerely,

Sheila Almond
Orange-Ulster BOCES
Information Processing Manager

District Superintendent

Date

Asst. Superintendent, Orange-Ulster BOCES

Date

BoardDocs LT & BoardDocs Pro

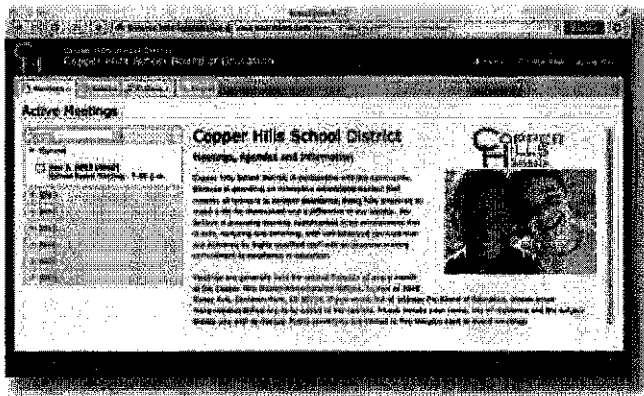
Two Solutions. No Excuses.



BoardDocs Saves Money, Time and Helps Your Board Operate More Effectively

BoardDocs LT

The ideal solution for many organizations who need a reliable agenda service with all of the power of BoardDocs Pro, without all of the features that larger organizations often require.

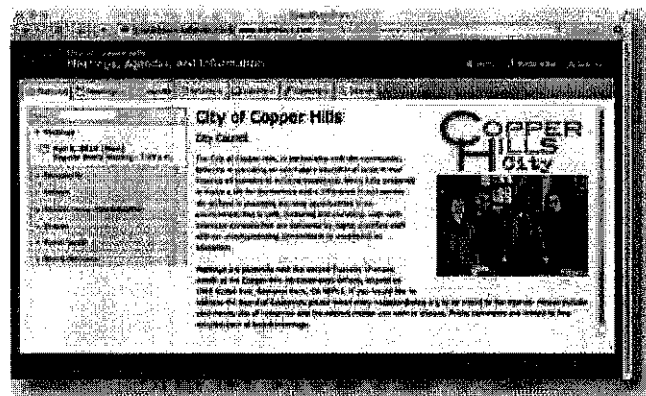


BoardDocs LT includes all of the following, and more:

- BoardDocs eAgenda Solution
- BoardDocs MetaSearch
- User-customizable, Cloud-based Publishing Interface
- Attach Virtually Any Type of Document to Agenda Items
- Audio and Video Playback Indexed by Specific Agenda Item
- Granular Ability to Withhold Sensitive Information from the Public
- Support for Web-based Policy Solutions
- 7 x 24, Secure, Power-redundant Hosting with Daily Backups
- Search Functionality for Consolidated Searches on Any Content
- Create and Save Draft Meetings
- Create and Publish Administrative-level Content
- Up to 10 Years of History with DVD Archiving beyond 10 Years
- User and Security Administration via People Manager
- XML Access to Public Data provides Dynamic Data for Existing Web sites
- Customized Printing of Agendas, Agenda Items and Meeting Packets
- Social Sharing via Twitter, Facebook and email
- On-site Training and 7 x 24, Toll-free, US-based Technical Support

BoardDocs Pro

BoardDocs Pro includes the most comprehensive suite of eGovernance tools available and will dramatically improve the way you manage packets, access information and conduct meetings.



BoardDocs Pro includes all LT features, in addition to:

- BoardDocs ePolicy Development and Publication Solution
- BoardDocs Library including Events, Strategic Goals and Customized Board Member Pages
- Integrated Board Goals Management and Tracking
- Separate, Customizable Packets for Board Members, the Administration and Public
- Private Document Annotations for Board Members
- Advanced Document Workflow with Support for Unlimited Number of Document Submitters
- Customizable Approval Process for Agenda Items
- Meeting Control Panel (MCP) to Display and Record all Board Actions During the Meeting
- Online or Manual Voting with Support for Virtually Any Type of Vote
- Automated Minutes Generation and Release
- Automated Public Score Board with Voting Results and Speaker Timer
- Customizable email Notifications
- "Follow Me" so Board Members Will Never Get Lost

New "Plus" functionality enables organizations with multiple public governing bodies to leverage BoardDocs to provide a separate, distinct and comprehensive suite of services to each group. For pricing and information about Plus, call us today!

Learn More! To see how BoardDocs can work for you, visit www.boarddocs.com or call (800) 407-0141.

What people are saying about BoardDocs

"The ability to search agenda items and add attachments and supporting documentation on the fly, beats copying paper any day. Do your county a favor and get on board with BoardDocs."

Jerry W. Derr

Commission Assistant/Human Resource Director, Meade County, SD

"In the first year, our organization saved an estimated \$25,000 in paper costs; the savings last year are believed to be more than \$30,000!"

Sandra Smith

Clerk of the Board of Trustees, Sweetwater Union High School District, CA

"The software is very easy to use and makes board packet time so much easier and less stressful."

Christy Knapp

Senior Executive Assistant, Community Hospital, CO

"Boarddocs has completely changed the way we do business and has saved us thousands thus far!"

Teresa Johnson

Senior Office Administrator/Board Secretary, Mid-Continent Library, MO

"BoardDocs gives colleges and our own organization the chance to develop comprehensive agendas and meetings in an easy, transparent way. It's been a fantastic tool!"

Kimi de los Reyes

Director of District Services, Community College League of California

About BoardDocs

BoardDocs services are developed and marketed exclusively by Emerald Data Solutions, Inc., the market leader and pioneer of e-governance solutions. Serving more than 750 organizations nationwide, BoardDocs' paperless agenda services give governing bodies turn-key electronic solutions for processing virtually any type of governance document, including agenda items, supporting documents, policies, procedures, and more. BoardDocs' services alleviate the enormous task of assembling, printing, distributing, and mailing board packets. BoardDocs' unique state-of-the-art solutions also save money, reduce start-time, improve board effectiveness, increase transparency in governance and have a positive effect on the environment.

For more information or to arrange a demonstration, call (800) 407-0141 or visit us at www.boarddocs.com.



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Save Money. Save Time. Make a Difference.