

**Board Agenda Software  
Proposed Upgrade**

Governing Board Presentation  
August 14, 2018

**TUCSON UNIFIED**  
SCHOOL DISTRICT



# Agenda

- Scope and Purpose
- Board Agenda Solution Requirements
- Selection Process
- Desired Implementation Schedule
- Questions & Answers



# Board Agenda Software Solution

## Scope and Purpose

- Provide District and Governing Board a solution that improves efficiencies while addressing these concerns:
  - System is past useful life
  - Limited functionality
  - Greatly increased risk of system failure



# Board Agenda Software Solution

## Requirements (Highlights)

- General System Functionality
  - Cloud-based service
  - Full text search of all content including GB Policy
  - Customizable workflows for Board Agenda Items
  - Customizable Agenda Templates
  - Item re-assignment to future meeting



# Board Agenda Software Solution

## Requirements (Highlights)

- Pre-Meeting Functionality
  - Board Agenda item workflow for multiple departments
  - Agenda items/supporting materials published
  - Packet Management for Board Member distribution and access



# Board Agenda Software Solution

## Requirements (Highlights)

- Active Meeting Functionality
  - Real-time Voting
  - Board Member note capture
  - Video & audio streaming



# Board Agenda Software Solution

## Requirements (Highlights)

- After Meeting Functionality
  - Video & audio meeting file publishing/indexing
  - Publish Agenda
  - Publish Agenda Items
  - Publish Board Actions – Results (Approved/Denied/Postponed)
  - Publish Minutes – Are first approved in next board meeting – Minutes Approval automation



# Board Agenda Software Solution

## Selection Process

- Engage Stakeholders
  - Document existing issues and inefficiencies
  - Identify and finalize requirements
- Conduct Request for Quote process
- Analyze responses for preferred options
- Conduct product demonstrations
- Identify best solution
- Return to Governing Board with recommendation





# Board Agenda Software Solution

## Desired Implementation Schedule

- Finalize requirements – 8/22
- Conduct Request for Quote – 9/7
- Identify preferred options – 9/14
- Conduct product demonstrations – 9/18
- Identify best solution – 9/21
- Recommendation to Governing Board – 10/16



# Questions & Answers



# Thank You!

