

<b>ALAMEDA UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM</b>	<b>EXHIBIT F-3</b>
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**Meeting Date:** August 23, 2011

**Item Title:** Update Regarding Online Agenda and Board Video Technology

**Item Type:** Information

**BACKGROUND:** Preparation and posting of Board Agenda and minutes is a major activity for District office staff during the week before each Board meeting. All these activities are very time intensive, and demand the need for staff members to work late or during weekend hours to post the agenda and Board items. In order to make this process more efficient the District is contracting with Novusolutions.

Novusolutions provides a fully web based and integrated Agenda Online system. This presentation highlights the characteristics and implementation timeline of this online system.

**FISCAL ANALYSIS:**

- ✓ General Fund
- Categorical Funds
- Parcel Tax Funds

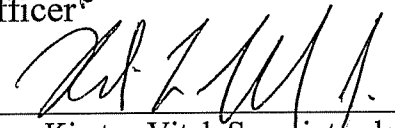
\$ 8,550 Yearly cost from Technology Department Budget.

**RECOMMENDATION:** This item is presented for information only.

**AUSD Guiding Principle:** #5-Accountability, transparency and trust are necessary at all levels of the organization.

**Submitted by:** Robert Shemwell, Chief Business Officer<sup>RS</sup>

**Approved for Submission to Board of Education**

  
Kirsten Vital, Superintendent

for K.V.

# **Update Regarding Online Agenda and Board Video Technology**

**August 23, 2011**

# Present situation

- Time consuming, manual process.
  - Major part of a week is focused on preparing documents
- Inserting an agenda item means a manual renumbering of all items following this.
  - Each existing Word document needs changing
- Posting individual support documents for each Board item takes too much time.
  - Many consent item documents are combined.
  - Changes to agenda items causes re-scanning and re-posting of each of these items.

# NovusAGENDA

- All web based.
  - No need for Word, PDF, or other files during agenda preparation.
- Electronic customized workflow.
  - Email alert mechanism
- Automatic renumbering of items.
- Individual support documents (PDF/Word) files for each agenda item.
- Once items are finalized, meeting handouts can be created all at once.

# Video option – Phase II

- Video stream from meeting is linked to Agenda.
  - Indexing done by Novusolutions
- Streaming from Novusolutions web site.
  - No need for AUSD server
  - No bandwidth usage
- Cost: \$750 per month.

# Timeline

Task	Completion Target date	Status
Project Start date	August 15	Completed
Document Collection	August 22	In progress
Software Installation complete	September 12	
Initial testing	September 19	
Training	October 3	
Parallel Test (October 3-October 31)	October 31	
Utilizing NovusAGENDA Online	November 7	