# BoardDocs

Effective December 1, 2021 the District transitioned to a new platform for school board meetings. Our new board meeting platform is BoardDocs.

Below are directions for accessing the system, through which you will be able to:
- View and download school board and standing committee meeting agendas
  - Simple and detailed versions are available
- View and download documents attached to individual agenda items
- View and download drafts of meeting minutes as they are released to the public
- View and download final meeting minutes following school board approval

All public meeting agendas will be accessible in BoardDocs the day prior to each meeting.

Step 1:
- Open BoardDocs
  - Click here or visit the district's tech splash page and click on the board docs icon.
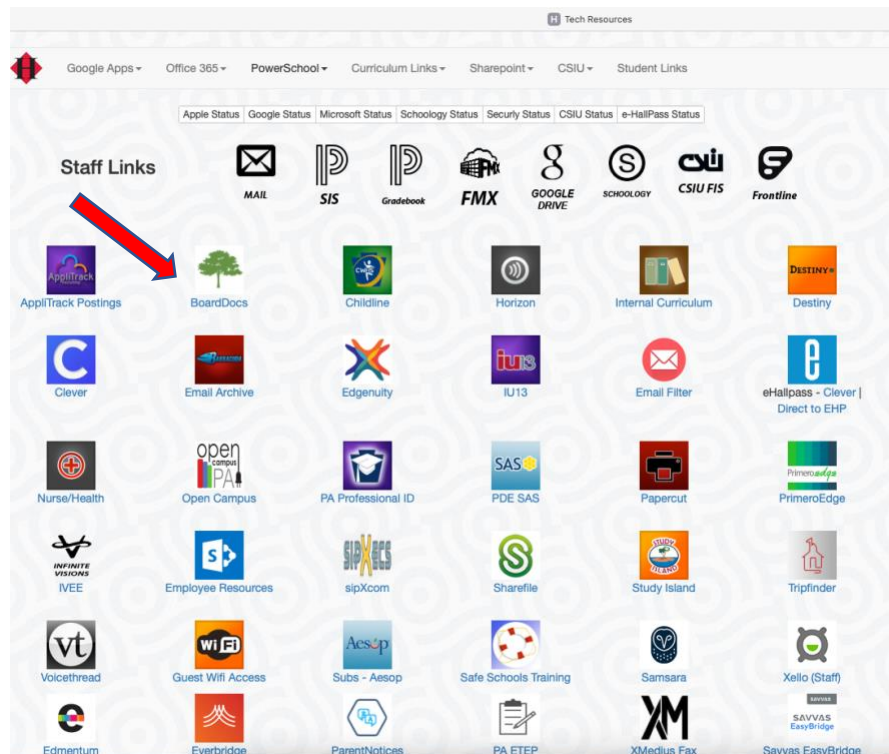


- This will take you to the BoardDocs Homepage.

Step 2:
- The Homepage will have a Meetings box with a list of currently Featured Meetings.
- Click on any of the listed meetings to look at the agenda and format of the system.



Step 3:
- Click on View the Agenda

Step 4:
- The information on the left side is called the simple agenda.
- The information on the right side is the detail of the current agenda item that is highlighted.
- There is a scroll bar on the right side of the simple agenda.
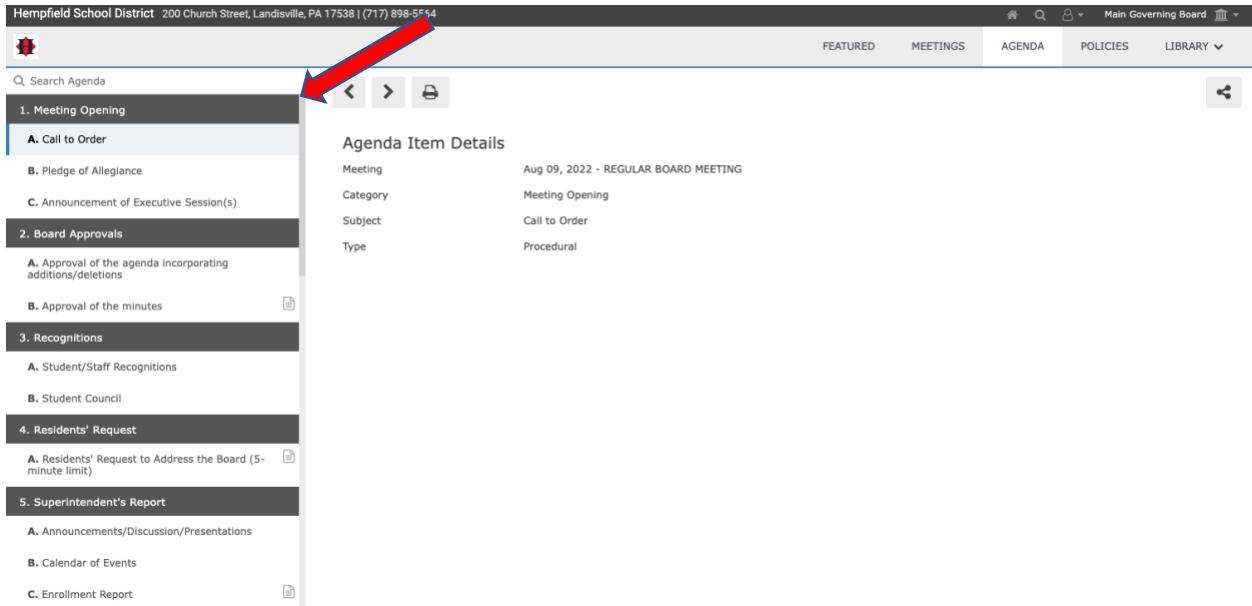


Step 5:
- On the simple agenda, categories are numbered and agenda items are lettered.
- As you highlight different sections of the agenda, you will see additional detail on the right.
  - o Any agenda item that has an attachment will appear with a paper icon beside it in the simple agenda.
- To view attachments for an agenda item, simply click on the file.
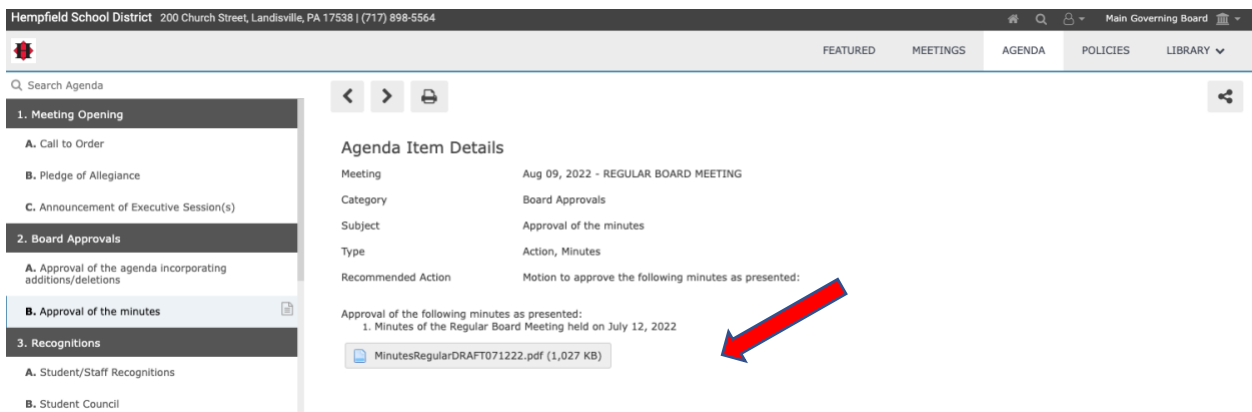
Step 6:

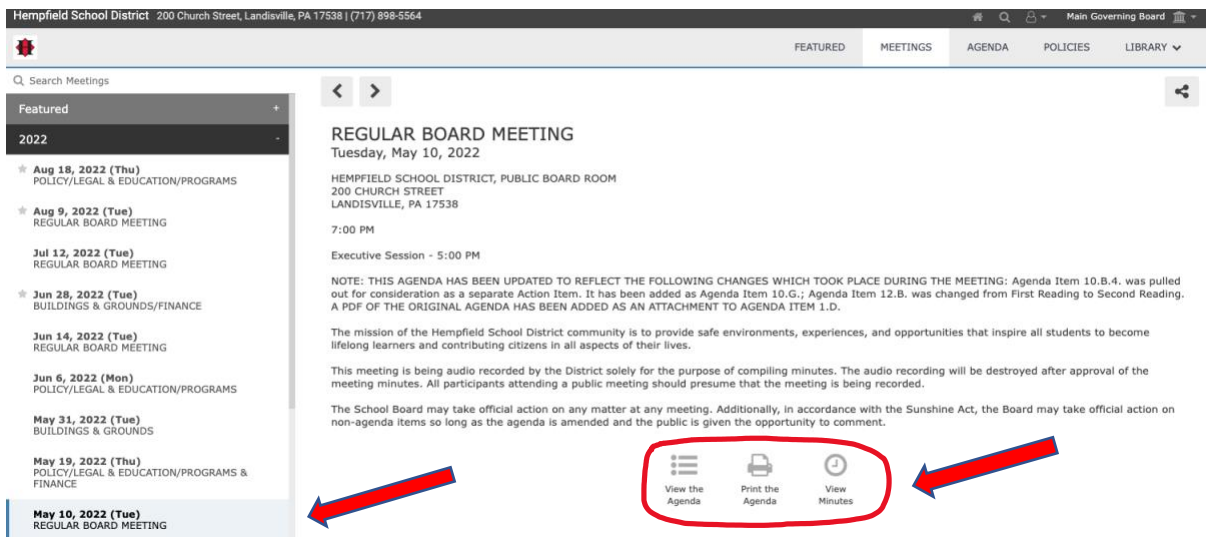To view agendas, attachments, and minutes for meetings no longer on the Featured list:
- Click Meetings from the upper toolbar on the Homepage
- Click the + sign next to the appropriate calendar year to open a list of Active meetings
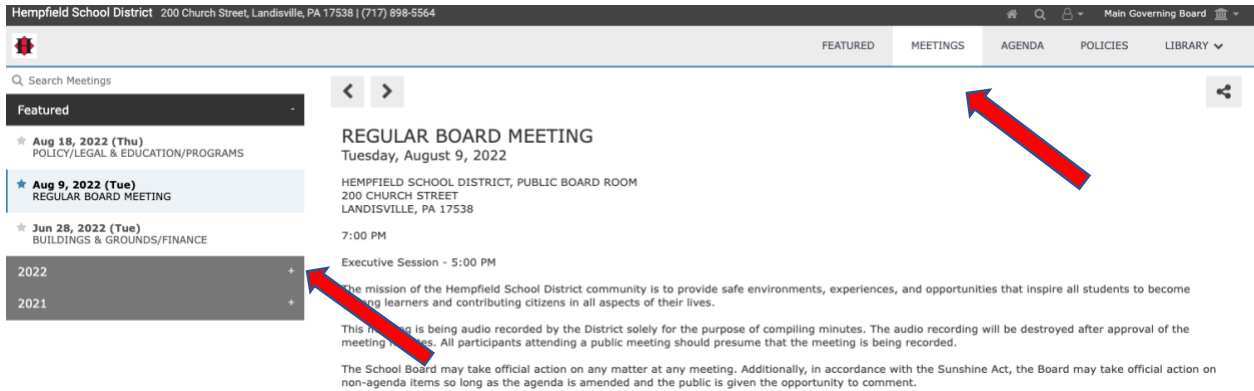


Step 7:
- Click on the appropriate meeting date/name, then select from the following options:
  o View Agenda
  o Print the Agenda
  o View Minutes



Step 8:
- To return to the BoardDocs Homepage, select Featured from the upper toolbar.