CHARTERBOARDS

Easier Board Meetings for Charter Schools

INTRODUCTION

Board meeting management remains an ongoing hassle for charter school board members and school leaders. Schools encounter unnecessary work created by the use of manual solutions to prepare and manage documents for their board and committee meetings. This process opens the door for inefficiencies in school operations and decision-making.

We believe innovative schools deserve more than manual solutions for their board management. Our goal is to help board members and school leaders spend less time on documentation requirements and allow them to focus on high-value work that elevates academic performance.

APRIL 2018

Impact of manual board documentation

The manual process of creating and managing meeting documents is time-consuming and costly for many charter boards and school leaders. Schools are currently using multiple tools and applications to compile their meeting agenda, board packet, and minutes.
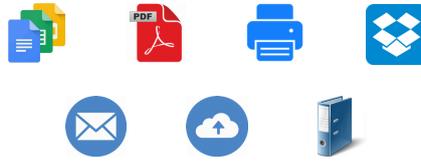
Time and Money

Each month, manual documentation creates extra work for volunteer board members and school administrators. This results in hours of time being taken away from high-value work needed to operate and improve the school.

How many hours per month do you spend on board and committee documents?

What are monthly printing costs for board meeting documents?

Impact on Board Performance

The manual documentation process also interferes with board performance. Performance is impacted before, during, and after meetings by this manual process.

| Timely completion and easy accessibility of the board packet | Conducting focused meetings while taking minutes | Harder to recruit and retain board members |

Creates Compliance Issues

Manual documentation makes it more challenging to stay in compliance with open-meeting laws. This leads to issues with the authorizer and charter renewal process.

Are we in regular compliance with monthly meeting requirements?

Are all meeting documents securely stored and easily accessible?

How do we ensure continued compliance during board transitions?

Easier board documentation with technology

CharterBoards streamlines your board meeting document process

A simple cloud-based platform to create and manage meeting agendas, board packets, and minutes

Create

Edit

Save

Share

Desktop

Mobile

Single Application
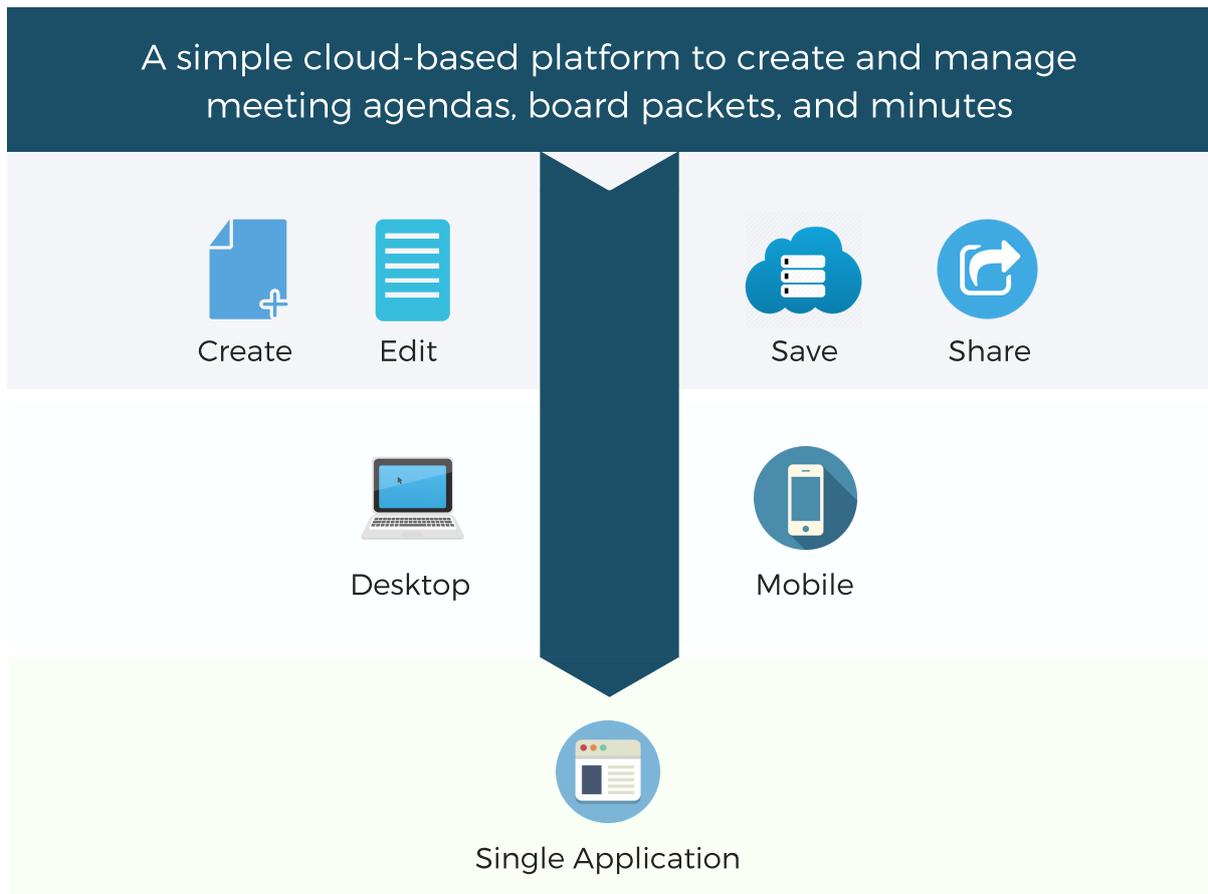
Benefits of Charterboards

End document frustration. Focus on student achievement.

Save Time and Money

- Save hours of time each month on agendas, board packets, and minutes for board and committee meetings.
- Lower monthly paper costs by eliminating the need to print board meeting documents.

Conduct More Efficient Meetings

- Easily collaborate on the agenda to plan for meetings.
- Ensure board members are better prepared to discuss important topics and make important decisions.
- Hold shorter and more focused meetings.

Reduce Compliance Risk

- Streamline governance-related documentation and always remain in compliance with open-meeting laws.
- Build a better relationship with your authorizer and simplify your renewal process.
- Increase transparency and create more trust with parents.

Product Details

Agenda Editor

Prepare your meeting agenda and board packet faster than before.
Everything you need to plan more productive board and committee meetings.

Agenda Templates
Create custom templates for recurring agenda items.

File Attachments
Attach files to agenda items for members to review.

Previous Meetings
Add previous minutes or committee reports in a click.

Quick Editing
Easily update items or drag & drop to move agenda items.

Member Collaboration
Share your agenda and digital board packet with members.

Public Agenda
Upload to your website with a click or generate a PDF.

Minutes Recorder

Spend less time taking minutes and keep your meetings focused.
No more extensive note taking or battling word docs.

Quick-Add from Agenda
Agenda items & descriptions are automatically imported so you can add to your minutes with a single click.

Motion Details
Record actions with a simple form. Select member names from a drop-down, add action details, and record final vote.

Public Minutes
Minutes are auto-generated upon adjournment. Upload minutes to your website in seconds or download a PDF.

Public Portal

Easily share board information and meeting documents with the public.
Stay in compliance, increase transparency, & build trust with your community.

Hosted Webpage
Your own dedicated board website to share meeting documents & key board information with the public.

Board Documents
Share all meeting agendas & minutes, committee reports, member bios, charter, budget, reports, and policies.

Easy Upload
Upload board documents to your public site in seconds, without any web development experience.

File Storage

Organize all your meeting documents in one place.

Documents and Files

Create and store all agendas, minutes, and committee reports in one place.

Cloud Access

Access and view all your board and committee documents from any device, any time.

File Security

Documents are backed up multiple times & secured with updated measures.

Pricing Summary

CharterBoards Platform

Features Include:

Agenda Editor
Minutes Recorder
Digital Board Packet
File Attachments
Team Access
Unlimited Board Meetings
Collaboration Tools
Committee Meetings
Public Portal Page
Archived Meetings
File Storage and Sharing
Tasks

$150 / mo
billed annually

For questions, reach us at info@charterboards.com

CHARTERBOARDS

GOVERNANCE MADE EASY