

September 6, 2017

TO: School Board  
William Gronseth

FROM: Douglas A. Hasler

SUBJECT: Paperless Board Meetings

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“Paperless” Board meetings have become increasingly common among school districts in Minnesota, and in states around the country. Hardware and software technology have improved to facilitate the distribution of meeting documents electronically. In addition, costs for such technology have fallen.

I am providing an attachment that summarizes cost estimates for our current process to gather, organize, copy, print, and distribute documents that are part of the Board (or committee) meeting packet. Based on those estimates, the annual cost for our current process to provide paper copies of meeting materials is approximately \$10,280.

We have also generated a cost estimate for using an alternative process to distribute materials for Board and committee meetings. The alternative process would be to post meeting materials exclusively through the BoardBook software that we currently use, and provide Board members (and the student representatives) with a Chromebook that they can use to access meeting materials. One concern that Board members have raised in the past is that they want to be able to make notes on meeting documents. There is now an application (KAMI Google app) that allows a user to mark up an electronic document and save the modified document. The total cost of acquisition for the Chromebooks (and a mouse) would be approximately \$4,725.

I believe it is reasonable to assume that Chromebooks issued to Board members and student representatives could last for a period of up to 4 years. Organizing and distributing Board meeting materials exclusively through BoardBook represents a potential cost savings of approximately \$35,000 over a 4-year period.

Another advantage associated with electronic distribution of meeting materials is that Board members would no longer have to wait to receive paper documents mailed to them. Meeting documents can be available to Board members immediately upon being posted onto BoardBook.

To facilitate a smooth transition to “paperless” Board meetings, Board members would receive training on the use of their Chromebook to access materials posted on BoardBook. I believe it is realistic for us to target the implementation of “paperless” Board meetings for January 2018.

I am recommending that the Board authorize the transition to “paperless” Board meetings. I believe such a process would generate cost savings, and would represent a more efficient use of staffing resources. Further, I believe that distribution of electronic documents would be more timely than the mailing of paper documents have been in the past. I welcome input and comment that Board members might have on this matter.