

# How to Use BoardDocs

Covington Exempted Village Schools

## What is Board Docs?

BoardDocs is a web-based policy, document library, and meeting tool for paperless governance. It allows paperless workflows for agenda development by the school district, a full library of current school board policies and guidelines, as well as a growing collection of historical school board documents including past minutes, financial reports, and committee reports.



This tool will help to alleviate the enormous and time-consuming task of assembling, printing, distributing, and revising board packets as well as provide additional transparency to the community. BoardDocs' unique, state-of-the-art solutions save taxpayers money, reduce staff time, improve board effectiveness, increase transparency in governance and have a positive effect on the environment.

## How do I Access Board Docs?

On our district website, [www.covington.k12.oh.us](http://www.covington.k12.oh.us), hover over Our District, select Board of Education, and click on the BoardDocs button.



Or you can go directly to <https://www.covington.k12.oh.us/boarddocs>

## How do I Navigate BoardDocs?

There are three main sections in BoardDocs:

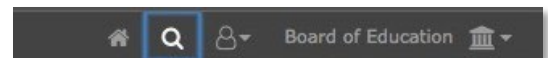
FEATURED

MEETINGS

POLICIES

- **Featured** – Allows you to see the most recent meeting(s) and/or supporting material(s).
- **Meetings** – Allows user to view past and present meetings (e.g., agendas, minutes, etc.)
- **Policies** – Allow users the ability to view the School Board Policies

## How do I Search to Find Even More Information?



BoardDocs has a useful search tool in the top-right corner (magnifying glass icon) that will allow you to search meeting agendas, minutes, policies, and even attachments in a matter of seconds.

## Whom Should I Contact if BoardDocs Goes Wrong?

Call 800-407-0141 for BoardDocs Support or 937-473-2249 Covington Schools Board of Education Offices.