

COMMUNICATION SOLUTIONS LINCOLN ACADEMY BOARD OF DIRECTORS

CORA Researched Best Practices

EMAIL

Administration of Email Addresses:

Goal: Global access to email program to be given to Board officers only. Board email addresses to be maintained by Board Secretary. At the beginning of each board year, board emails are updated. Global access is updated as well.

Email Usage:

Goal: For Board business, exclusive use of Lincoln Academy email (name@lincolnacademy.net)

- Can be accessed through your Office 365 account online.
- This email address may be forwarded to your phone through several methods.
- You may CC a board members personal email address in ADDITION to their Board address, but at the end of the day, it is really best if we all are in the habit of using and consistently checking our board email.
- Clear differentiation
- Jim Fries does not manage this process
- At the end of each Board year, email addresses are added/deleted. Global passwords are changed.

DOCUMENT STORAGE AND COLLABORATION

Goal: Global Access to “Board Drive” to be given to Board officers. “Board Drive” to be maintained and updated by Board Secretary.

Goal: One consistent, updated location for all of our Board documents to include minutes, committee reports, financials, collaboration projects, etc.

Sharepoint – Current Drive

- Currently not maintained
- Access for all?
- Reasons we have Sharepoint in place
- Document storage should not be director/member specific, we should see it more as project specific.
- All documents should be saved here, in addition to the web site as we have our meetings.
- All notes/collaborations should be stored here as well.

- Jim Fries does not manage this process; Do we have anyone that can manage this system effectively?
- At the end of each school year, access to Sharepoint is added/deleted. Global passwords are changed.

Google Drive

- Should not have multiple Google drives that are director/member specific.
- Similar to Sharepoint, we should have one drive that houses all of our documentation.
- ? – should we even be going down this road?
- Time allotted for making this type of a transition
- LACSBOD@gmail.com
- At the end of each school year Google Drive password is changed.

Documentation – Interaction with the District

- Board Google Drive – District – accessed by Board President and Board Secretary
- Must have gmail account to access this drive. (LACSBOD@gmail.com)

NOTES AIDE IN THE CREATION OF A POLICY: