Executive Overview

Introduction
BoardDocs LT is an entry level, web-based Electronic School Board Document Management System. Developed specifically for governing bodies of smaller organizations, BoardDocs provides a means of immediately publishing and revising agenda items, support documents, policies, and procedures via the Internet. Administrations can quickly and easily create, approve and track agenda items and other correspondence. BoardDocs service provides governing bodies with a simple way to eliminate written documentation while maintaining a searchable legal repository for all documents.

BoardDocs also improves governance by making documents readily available to board members, designated staff and the public in a professional, easy-to-access format. The administration maintains total control over who sees what information - and when. Governance stakeholders can access the documents from any Internet-connected computer via the Web.

BoardDocs is much more than software. It’s literally a turn-key solution that includes any and all supervision, labor, materials, hosting, hardware, licensing, training, technical support and documentation necessary to install and implement an electronic board document management system. The organization need only provide Internet-connected computers to access the system.

Document Submission, Creation and Publishing

Web-Based Publishing
Documents are added to the system with a simple cut and paste. Designated document publishers have the ability to format text, imbed graphics and rich media, and attach files. By using attachments, any type of file format is supported to provide backup information. By allowing users to control the formatting and presentation of each agenda item, the organization can define exactly how the information will be presented to the board and the public.

Document publishers can activate items to be viewed from the Web by using the BoardDocs document publisher Interface. Access is limited via the document publisher Interface and a unique certificate installed on the document publisher workstation. Without the certificate, software and password, documents cannot be moved from draft and published to the Web.

BoardDocs features no static html pages and is highly secure. Changes to documents must be signed, and all modifications are tracked to the document level.

Organizations looking for advanced publishing features, document workflow and approval processes should consider BoardDocs, our flagship product offering a full-featured eGovernance solution.
Still Need Paper?
If your organization’s stakeholders still want to use paper, BoardDocs LT provides an easy way to print individual agenda items, a customized agenda or the entire packet.

Organizations can also customize documents by adding logos, headers, footers and formatted text.

BoardDocs Features and Benefits

Easy to Use
BoardDocs is currently being used by thousands of board members nationwide. It’s so easy to use, that, if you can use e-mail, you can use BoardDocs. Our industry-standard solution provides a single Web interface where board members can access information in an intuitive manner.

Board members can quickly access current meetings and review archived meetings. Once a meeting is selected, agendas are fully expanded in a straightforward format. Simply click on the agenda item and it will be fully displayed. Stakeholders can display the entire packet and then scroll down to review the information.

Secure Browsers
Board members and administrators access the information published by the document publisher through standard Web browsers. Additional security is provided when using browsers that support 128-bit encryption.
**Client Requirements**

Document publishers must have an Industry Standard PC Running Windows 2000, XP or Vista. BoardDocs also features a native application for publishing from Macintosh Computers running OS/X 10.4. Document readers are supported by any browser that supports frames and has been tested with Internet Explorer, Netscape Navigator, Mozilla, Firefox, AOL, Safari and Oprah. BoardDocs does not require Java, Active X or any other advanced browser features for reading documents. The organization is responsible for supplying any client hardware and network infrastructure necessary to connect to BoardDocs services via the Internet.

**Dedicated Database**

BoardDocs uses a dedicated database and code base for each client. By using separate databases, access control lists and code for each client, Emerald Data Solutions can assure that no other BoardDocs subscriber will have unauthorized access to your organization’s data. This also prevents data corruption from spreading throughout the system.

**Hosting**

BoardDocs is hosted in Denver at Qwest’s secure, power-redundant Cyber Center. Infrastructure partners include Cisco, F5, Check Point, HP and clustered 64-bit servers from Sun Microsystems. The Sun hardware and Solaris UNIX operation system work together to provide the highest reliability and performance in their class. The Solaris operating environment is hardened to resist attacks from hackers and provides unparalleled uptime to assure 7x24 access to the BoardDocs data.

Access to the Internet is provided via dual 100 MBPS connections (berstable to 1GBPS), assuring high speed access to the BoardDocs servers. These servers are automatically backed up to a network-attached storage device each week night, which maintains a seven day history of all BoardDocs databases. Additional backup is automatically maintained at the organization’s office.

**Storage**

BoardDocs provides document archives and instant access for at least 10 years of information. If after 10 years the amount of information does not exceed 10 GB, additional data will be stored until the 10 GB limit is reached. Data exceeding the 10-year limit will be archived on optical media and provided to the organization.

**Search**

BoardDocs provides the ability to perform searches against the full text of any agenda item or policy in the system — including attachments. The document publisher determines what documents or parts of documents users can access. BoardDocs also provides the capability to perform searches of public agenda items and policies from all organizations using the BoardDocs service. Using this feature, administrators and board members can research policies and procurement on a national basis.
Custom Interface
BoardDocs supports branding of public and private Web sites with the customers information. Organization logo support is provided on the banner, front page and on all printed materials. At any time, the customer can further modify the public and private Web sites with custom verbiage. The public site of BoardDocs is designed to tie in to the organization’s Web site and includes a link back to the organization’s Web site.

Ownership of Data, Backups, Object and Source Code
While BoardDocs maintains the data on behalf of each subscriber, we believe that the customer should have an up-to-date, local copy of all data.

The customer shall retain all ownership of content posted to the database and have exclusive control of who can access the data and when. The use of data by the client will survive the term of the agreement for use by the organization to access historical data. The object code or source code will not be used to serve up the data on the global Internet and shall be treated as a trade secret of Emerald Data Solutions.

Technical Support
BoardDocs provides 7x24, no-charge technical support for all document publishers and authenticated users for the life of the agreement. The technical support is available via toll-free phone number with a guaranteed response time of two hours with a 24-hour resolution.

Down Time
The BoardDocs End User License Agreement (EUA) features a Service Level Agreement (SLA) that includes credits for interruptions in service. See attached EUA and SLA for details and terms.

User Accounts
Each user will have an individual user ID and password. Passwords will only be shared with the designated document publisher and requests for changes can be communicated from the document publisher to BoardDocs’ technical support at any time. Changes to user names and password take place within one hour and in most cases are effective immediately. The designated publisher is usually the assistant to the Superintendent or the Board Clerk. Document publishers can also manage user access via the integrated people manager module.

Passwords will be encrypted as they travel over the Internet and the document publisher’s password will be locally authenticated to the certificate. All publishing will be encrypted using a code generated by the local certificate and the server certificate.
**Maintenance and Updates**

BoardDocs provides maintenance including minor fixes and updates to the software for the term of the agreement. Updates and fixes are automatically applied daily, as necessary, without user intervention.

BoardDocs is continually responding to the needs of our subscribers and partners by improving our service and adding new features. This process is ongoing and has taken BoardDocs from a simple paperless meeting solution to a comprehensive eGovernance solution.

BoardDocs will inform the customer and provide updates to all software as they become available at no additional charge. All upgrades will be scheduled in advance and performed after approval by the organization. Should client software need to be updated, BoardDocs will provide software via our Web site with instructions. Support team members will be available via telephone to walk your staff through the process.

**Training and Implementation**

BoardDocs will assign a dedicated Implementation Specialist and Technical Analyst to assist in the implementation of the solution. The Implementation Specialist will conduct three on-site training sessions based on our advanced curriculum. Each attendee will receive a manual, customized for the subject matter of the training session. Additionally, your organization’s IT staff will receive a comprehensive IT Implementation Guide.

We have found that video or WebEx training is not sufficient to assure complete success. Every implementation of BoardDocs is performed on-site.

The training sessions are to be scheduled on two consecutive days and will consist of the following:

- **Document publisher** – This session is to be attended by the designated document publisher(s). The instructor will lead a three- to five-hour session where the attendees will publish an entire meeting and learn how to load and manage the data and how the data is presented by BoardDocs.

- **Board Members** – Each board member will attend a two-hour instructor-led session where they will learn how to access the information loaded in the BoardDocs database via the private Web site.

Other than the initial implementation fee, there is no charge for initial training and implementation. BoardDocs will provide subsequent visits for training, on-site support or attendance of meetings at the organization’s request for no additional charge. For subsequent visits, the Company will submit travel expenses, including airfare, ground transportation and hotel for reimbursement. BoardDocs maintains support and training staff in six states, so help is never far away.
About Emerald Data Solutions

Emerald Data Solutions is a technology company that has been providing solutions to public and private organizations since 1998. Our past clients have included the State of Georgia, BellSouth, Turner Broadcasting and over 250 local governments. Currently, Emerald Data Solutions is exclusively dedicated to the development and delivery of BoardDocs eGovernance solutions. BoardDocs was initially developed in 2000 for Marietta City Schools, and since the national introduction of BoardDocs in June of 2002, nearly 300 organizations have chosen BoardDocs for their paperless governance solution.

Our staff includes a former superintendent, former school district technology director, former school board clerk, former database administrator for the DOE’s Yucca Mountain Facility, former Fortune 50 executive trainers, top developers and certified support analysts. We have trained thousands of board members and administrators so we understand school districts and how board materials are collected and distributed.
Costs
The BoardDocs LT service includes the following features:

- BoardDocs eAgenda Services
- MetaSearch Services
- Link to 3rd Party Policy Solution
- 7x24 Secure, Power-redundant Hosting
- Weekday Backups with Seven Day History
- User Maintenance and Administration
- 7x24 Toll-Free End-user Technical Support
- Minimum of 10 years of Document Storage
- Access to all Software Enhancements, Updates and Fixes for the term of the agreement

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<th>COST SUMMARY</th>
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<td>BoardDocs LT Electronic School Board Document Management System – Implementation Fee:</td>
<td>$1000</td>
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<tr>
<td>BoardDocs LT Electronic School Board Document Management System – Recurring cost: (Includes maintenance/support, installation, training, implementation, and customization)</td>
<td>$2,700 per year</td>
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Annual fees for the BoardDocs LT service are invoiced at the beginning of each annual term.

Please see the BoardDocs “End User Agreement” for more terms regarding the delivery of BoardDocs services.
Company Contact Information

Correspondences:

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8845 Silver Creek Road
Park City, UT 84098-5604

Corporate Office and Legal Notices:

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Marietta, GA 30068

Remit all payments to:

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(800) 407-0141 x 3514
Fax: (678) 302-7142
Email: ari@emgrp.com
http://www.boarddocs.com
Reference Sheet

BoardDocs Reference #1:

Spackenkill Union Free School District (enr. 1880)
15 Croft Road
Poughkeepsie, NY 12603 USA
Main Phone: 845-463-7800
Main Fax: 845-463-7804
Admin Contact (Doc Pub):
Rosemary T Pendleton: 845-463-7800, Rosemary.Pendleton@spackenkillschools.org
Implemented: March 2003

BoardDocs Reference #2:

Frederick County Public Schools (enr. 39,600)
115 East Church Street
Frederick, MD 21701 USA
Main Phone: 301-696-6910
Main Fax: 301-696-6955
Admin Contact (Doc Pub):
Francina Baldi: 301-696-6910, francina.baldi@fcps.org
Implemented: August 2003

BoardDocs Reference #3:

Fremont County School District #21 (enr. 300)
90 Ethete Road
Fort Washakie, WY 82514
Main Phone: 307-332-5983
Admin Contact (Doc Pub):
Ms. Lisa Lone Fight: 307-332-5983, llonefight@fremont21.k12.wy.us
Installed: July 2007

BoardDocs Reference #4:

Marquardt School District 15 (enr. 2640)
2174 Gladstone Court, Suite C
Glendale Heights, IL 60139 USA
Main Phone: 630-295-5450
Admin Contact:
Ms. Mary Ellen McElligott: 630-295-5450 ex. 235, mmcelligott@d15.dupage.k12.il.us
Installed: November 2003