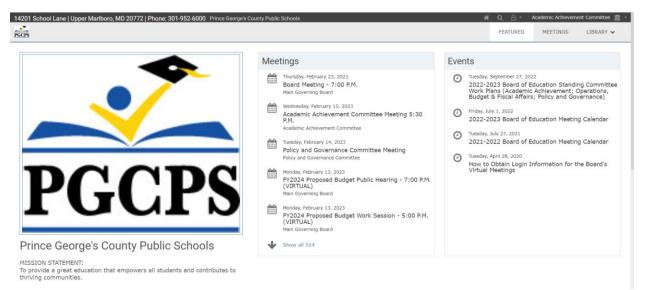
QuickStart Guide to Using BoardDocs

This document prepared by the PGCPS Parent–Community Advisory Council. Comments and feedback can be sent to <u>pcac@pgcps.org</u>.

BoardDocs is the web-based platform used by the Prince George's County Board of Education to manage meeting agendas, minutes, and documents. Understanding how to navigate BoardDocs is critical to tracking decisions and activities of the Board of Education, as well as helping to know when and where to provide timely public comment or feedback.

To begin using BoardDocs, visit the Board of Education's web page, <u>https://www.pgcps.org/offices/board-of-education</u>, and scroll down to the "Learn More" section. Click on the box "Board Docs – Calendar, Agendas, Docs." You can also go directly to <u>https://go.boarddocs.com/mabe/pgcps/Board.nsf/Public</u>



The main page on BoardDocs is shown below.

The Meetings block in the middle highlights upcoming and recently held meetings and hearings of the board and its various committees. The Events block highlights additional board activities. You'll notice at the upper right of the frame a drop-down menu and three tabs. BoardDocs opens to the "Featured" tab which provides information about all board committees and activities. The "Library" tab is not currently used by the Board and contains mostly older documents from the early 2000s.

ñ	ද පි	- <i>I</i>	Academic Achievem	ent Committee 🏦 🔹
	FEATURE	ED	MEETINGS	LIBRARY 🗸

If you click on the "Meetings" tab, a longer list of meetings is displayed, but <u>only</u> for the committee or subcommittee selected in the drop-down menu. It defaults to the Academic Achievement Committee, which is alphabetically first in the list.

Q	8 -	Academic Achievement Committee 🏦 👻									
FE/	Academic Achievement Committee										
	Board Legal Counsel Committee (Ad hoc)										
	BOE Office Reorganization Commmittee										
	Clim	ate Change Action Plan Focus Work Group									
	ELL	Focus Work Group									
	Executive Session Main Governing Board										
	Ope	rations Budget & Fiscal Affairs Committee									
	Pare	nt Community Advisory Council									
	Polic	cy and Governance Committee									
	Scho	ool to Prison Pipeline Focus Work Group									
	Scie	nce of Reading Focus Work Group									

For the full board, you want to select "Main Governing Board." For other committees or work groups, select the desired one from the list.

Once you've selected the desired committee, you can see upcoming and past meetings in the bar to the left of the screen. The default view shows "featured" meetings, which is typically includes all of the selected body's meetings. You can, however, click on "Featured" to collapse the list of meetings and then view meetings year by year.



In the left-hand menu, click on the meeting you are interested in and a link for the meeting agenda will appear in the main part of the screen.

14201 School Lane Upper Mariboro, MD 20772 Phone:	301-952-6000 Prince George's County Public Schools				# Q	🛆 - Main G	Governing Board 🏦 👻
PGCPS				FEATURED	MEETINGS	AGENDA	LIBRARY 🗸
Q Search Meetings	< >						~
Featured +							~
2023 -	Board Meeting - 7:00 P.M. Thursday, February 23, 2023						
Feb 23, 2023 (Thu) Board Meeting - 7:00 P.M.		•—					
★ Feb 13, 2023 (Mon) FY2024 Proposed Budget Work Session - 5:00 P.M. (VIRTUAL)		View the Agenda	Print the Agenda				
Feb 13, 2023 (Mon) FY2024 Proposed Budget Public Hearing - 7:00 P.M.							

If you click on View the Agenda, it will move the full agenda to the left-hand menu bar and details will be shown in the center of the screen.

14201 School Lane Upper Marlboro, MD 20772 Phone:	# Q	🐣 👻 Main Go	overning Board 🏦 👻			
PGCPS			FEATURED	MEETINGS	AGENDA	LIBRARY 🗸
Q Search Agenda 1. Motion to Meet in Executive Session - 5:00 P.M.	< > ⊖					4
1.1 Motion to Meet in Executive Session - 5:00 P.M.	Agenda Item Details	5				
2. Public Session - 7:00 P.M.	Meeting	Feb 23, 2023 - Board Meeting - 7:00 P.M.				
	Category	Motion to Meet in Executive Session - 5:00 P.M.				
2.1 Call to Order	Subject	Motion to Meet in Executive Session - 5:00 P.M.				
2.2 Board Prayer	Туре					
2.3 Pledge of Allegiance						

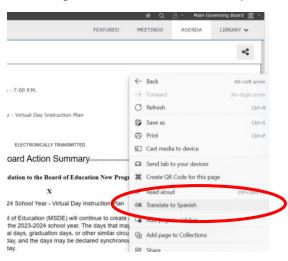
You can scroll down the left-hand menu to see the meeting's scheduled activities. Although it may vary from committee to committee, each meeting agenda is structured in roughly the same way. <u>Bylaw 9360</u> outlines and explains the sections of the agenda used by the Board of Education.

To learn more about an agenda item, click on it in the left-hand menu. The main screen will the provide a description of the item in question.

14201 School Lane Upper Marlboro, MD 20772	Phone:	301-952-6000 Prince George's C	County Public Schools	FEATURED	MEETINGS	AGENDA	overning Board 🥤 LIBRARY 🗸
Q Search Agenda Women's History Month (March 2023)	-	< > 🖶					*
6. Budget Consent Agenda		Agenda Item Deta	ils				
6.1 Expenditure Requirements - March 2023		Meeting	Feb 23, 2023 - Board Meeting - 7:00 P.M.				
6.2 FY2024 Board of Education Requested Operating Budget		Category	New Business (First Readers)				
	-11	Subject	PGCPS 2023-2024 School Year - Virtual Day Instruction Plan				
7. Governance (Second Reader/Unfinished Business)		Туре					
7.1 None			ELECTRONICALLY TRANSMIT	TED			
8. New Business (First Readers)			Board Action Summ	nary			
8.1 2023-2024 PGCPS School Calendar		An Outline of the	Chief Executive Officer's Recommendation to the Board of Edu	ucation New Program: Yes	No X Modified	Program: Yes	No X
8.2 PGCPS 2023-2024 School Year - Virtual Day Instruction Plan		Subject: Prince George's	County Public Schools 2023-2024 School Year - Virtual Day Instru	ction Plan		-	
8.3 Policy 0104 - Title IX - Discrimination and			The Maryland State Department of Education (MSDE) will continu ool days in the 2023-2024 school year. The days that may be cons				

Increasingly, this information is being provided in HTML, which provides some advantages in terms of accessibility. For example, many browsers include the ability to

translate HTML content to other languages by simply right clicking on the text and selecting the built-in translation option.

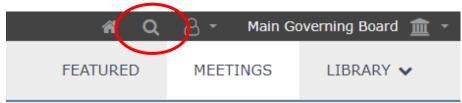


However, you will also find instances where the detailed information is only accessible through a linked file. In these cases, you will need to click on the file to open and read it. Most commonly, these files are PDFs, but you may encounter Word, PowerPoint, and other file formats, too.

201 School Lane Upper Marlboro, MD 20772 Phone	: 301-952-6000 Prince Geo		EATURED	MEETINGS	AGENDA	overning Board 🏦 LIBRARY 🗸
Search Agenda 2023-1124 Journal of Search Agenda Search Agenda 2023-1124 Operating Budget Public Hearing, February 13, 2023-1124 Budget Work Session.	< > 0					4
and February 13, 2023 - FY24 Operating Budget Public Hearing.	Agenda Item D	vetails				
2.7 News Break: Preparing Future Educators - feacher Academy of Maryland	Meeting	Feb 23, 2023 - Board Meeting - 7:00 P.M.				
eacher Academy of Maryland	Category	Public Session - 7:00 P.M.				
.8 The "Unsung" Partner!	Subject	Policy & Governance Committee Recommendations				
.9 Community Shout Out	Туре					
10 Report of the Chair	Policy & Governar	nce Committee recommendations to seek public comment:				
11 Report of the Chief Executive Officer	 New policy ### 	# - Heroin and Opioid Education and Use of Naloxone or Other Overdose Reversing Me	dication			
12 Progress Report: Academic Achievement	 Policy 0122 - D 	ublic Charter Schools ata Dashboards Siturbing Activities and Trespass Warnings				
.13 Policy & Governance Committee		oard of Education Standing Committees And Focus Work Groups				
14 Office of Inspector General (OIGE) Report	Policies with the	Recommendation to Seek Public Comment [merged] 01.19.23.pdf (776 KB)				
.15 Board to Cancel May 25, 2023 Board leeting due to High School Graduation schedule	P&G Memo Revis	ed Policies - Rec to Bd for public comment 02.01.23 - 3506, 0122 + 2214 (merged).pdf (1,20	05 KB)			
Public Comment on Agenda and Non-Agenda ms	P&G Memo Revis	ed Policies - Rec to Bd for public comment [BP 8100) 02.15.2023 [combine] (1).pdf (829 KB)				
.1 Public Comment on Agenda and Non-Agenda						

If you don't know the specific meeting when an item of interest has been discussed, or if want to search for past presentations or other information, BoardDocs does include several search function.

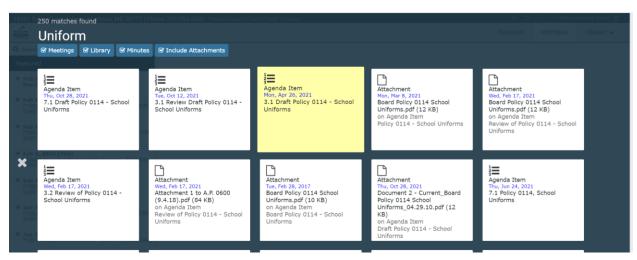
For a comprehensive search, use the magnifying glass icon in the upper right of the screen.



This will open a search bar with options to search meetings, minutes, attachments, and the library.

	Search	l								
	Meetings	🗹 Library	🕑 Minutes	🕑 Include Attachments						

Search results are presented in chronological order with the most recent item first. You can tell from the icon if the item found is an agenda item, attachment, or something else.



Just click on the desired item to view it in a pop-up window, and you can click on the "Navigate There" button to see the item in context.

$\leftarrow \ \rightarrow$	C 🛆 🔒 https://go.boarddocs.com	/mabe/pgcps/Board.nsf/Public#	e 🖈 🗣 🐧) 🗟 🗠 🕈 🌰 🕼 😋 🛪 达 🖬 🚳 i -
14201 Sc	250 matches found	Phone: 301-952-6000 Prince George's County Public Schools		🗚 🔍 🦳 Main Governing Board 🏦 -
Q. Search	Uniform @ Meetings @ Library @ Minut	= Prince George's Coun_ 1 / 1 - 90% + ⊡ & ± 4	ō :	
* Feb 1 Roard * Feb 1 Y200 (VIRT * Feb 1 FY200 (VIRT)	Agenda Item Thu, Oct 28, 2021 7.1 Draft Policy 0114 - School Uniforms	PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS Board of Education Upper Marlboro, Maryland 0114 Policy No.		Attachment Wed, Feb 17, 2021 Board Policy 0114 School Uniforms.pdf (12 KB) on Agenda Item Review of Policy 0114 - School Uniforms
* Feb 2 * Feb 2 * Feb 2 FOR VIET * Jan 2 VIET * Jan 2	Agenda Item Wed, Feb 17, 2021 3.2 Review of Policy 0114 - School Uniforms	BOARD OF EDUCATION POLICY BASIC COMMITMENTS School Uniforms Many communities and school officials believe that school uniforms offer a positive and creative method for increasing school safety, reducing discipline problems, and enhancing the learning environment. The potential benefits of school uniforms include decreasing theft, instilling discipline, helping student resist peer pressure, and helping school officials recognize intruders who come to the school. The Board of Education encourses schools and communities to consider the advortion of voluntary or manufatory.		Agenda Item Thu, Jun 24, 2021 7.1 Policy 0114, School Uniforms
* Jan J Board * Jan J Paren	Agenda Item Thu, Nov 18, 2021 6.1 Draft Policy 0114 - School	Attachment Attachment Thu, Nov 18, 2021 Document 2 - Current_Board Document 2 - Current_Board Document 2 - Current_Board	eting	Attachment Mon, Apr 26, 2021 Proposed Revisions to Board

You can also search within a committee for items in past or upcoming meetings from the search box at the top of the left-hand menu.

14201 School Lane Upper Mariboro, MD 20772 Phon	e: 301-952-6000 Prince George's County Public Schools				# Q	🐣 🍷 Main G	ioverning Board 🏦 -
PGCPS				FEATURED	MEETINGS	AGENDA	LIBRARY 🗸
Search Meetings							4
Featured -							
★ Feb 23, 2023 (Thu) Board Meeting - 7:00 P.M.	Board Meeting - 7:00 P.M. Thursday, February 23, 2023						
★ Feb 13, 2023 (Mon) FY2024 Proposed Budget Work Session - 5:00 P.M. (VIRTUAL)		:=	0				
Feb 13, 2023 (Mon) FY2024 Proposed Budget Public Hearing - 7:00 P.M. (VIRTUAL)		View the Agenda	Print the Agenda				
1							

Or, if you have already selected a meeting, you can use the same left-hand search to find items on the meeting's agenda.

