



## MEETING MINUTES

### SEYMOUR BOARD OF EDUCATION

**SPECIAL MEETING**  
**AD HOC COMMITTEE**  
Seymour Middle School

**April 12, 2012**  
**7:00 P.M.**

**BOARD MEMBERS PRESENT:**

Yashu Putorti  
Peter Kubik  
Jen Magri  
Jay Hatfield

**OTHERS PRESENT:**

Christine Syriac  
Roberta Pratt  
Lee-Ann Dauerty

The demonstration of the Novus Agenda electronic board pack product was presented by Byron Gillin of Novusolutions and started at 7:07 p.m.

#### **1. Presentation of the Electronic Board Pack product from Novus Agenda**

Mr. Gillin did a PowerPoint presentation which included information on current clients, goals of the product, challenges of producing a paper agenda, an overview of the process to create the agenda using Novus Agenda, and an understanding of how the product works during a meeting.

#### **CAPABILITIES OF THE CABE PROGRAM**

- Items are created by staff at the department level using your Smart Templates
- All support material is added
- Items are submitted to a predefined approval process
- Throughout the process users can "see" any item quickly
- Multiple attachments are OK
- Any attachment type is OK
- Board clerk can finalize agenda without retyping
- Items can be edited, moved, or removed
- Board members can make private comments on their copy of the agenda
- Easy to research past issues
- Can produce draft minutes of the meeting

At the end of the presentation, there was a brief discussion of the committee members regarding each presentation. The feeling of the members was they could not make a decision at this point. Mrs. Syriac will request Mr. Belden create a cost "trade off" report so the members can better compare the current costs with the cost of the software.

A future meeting will be held to discuss all three products and the costs probably in approximately 2-3 weeks.

2. **Chairman's Report**  
None

3. **Superintendent's Report**  
None

The meeting ended at 8:32 p.m.

Submitted by:  
Lee-Ann Dauerty