



Mobilizing a COVID-19 Committee & Communicating using BoardDocs

CASE STUDY

Cottonwood Oak Creek
School District #6

INDUSTRY

Public Education

ENROLMENT SIZE

2,113 students

LOCATION

Cottonwood, Arizona

COMPANY OVERVIEW

Cottonwood Oak Creek School District is made up of 4 schools and an Educational Services building containing preschool and alternative learning. Located in central Arizona, the district educates over 2,000 students for grades 1 through 8.

“During the COVID-19 Pandemic it has been more relevant than ever to meet the governance needs of schools using technology while remaining physically distant yet, systematically operational. BoardDocs has allowed us to remain publicly transparent and accessible to all of our stakeholders through this process utilizing cutting edge technology.”

Tricia Winters
Executive Assistant to the
Superintendent

BACKGROUND

With the effects of the Coronavirus causing schools and organizations around the globe to operate remotely and practice social distancing, school districts are faced with a new challenge of responding to the crisis at hand. Cottonwood Oak Creek School District, long time users of BoardDocs, needed a way to mobilize an internal team to manage the districts response. They had made updating the Emergency Response Plan (ERP) part of the superintendent’s goals and were able to track the goal and approve the ERP inside BoardDocs.

THE SOLUTION

Early in March, Cottonwood Oak Creek School mobilized a team of administrators and leveraged Boarddocs to organize their documents and meetings in BoardDocs Pro Plus. Their Executive Assistant to the Superintendent, Tricia Winters, created a simplified agenda and leveraged BoardDocs to distribute it to their “COVID Admin Committee.” Just like she would with their main board, she was able to post the minutes of those meetings in BoardDocs to share with the rest of group.

THE RESULTS

Having a platform to share updates and store minutes that can be accessed by the COVID Committee at their organization provided Cottonwood Oak Creek with a consistent management process for their committee meetings.

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