Introducing PrimeGov

Thank you for visiting the meeting materials transition site!

NovusAgenda has served for the past five (5) years as the meeting materials and management system for Board of Education meeting materials. As technology continues to evolve, the Board of Education has made the decision to update our current system to the PrimeGov meeting materials system.

Through this transition, the Board intends to improve the overall efficiency and experience of engaging with Board of Education meeting materials for both internal and external stakeholder groups.

Things to Look Forward To:
- User Friendly System
- Improved Search Features
  - PrimeGov will allow users to search for meeting materials
- Simplified Access

Training Materials

Training Resources

Resource	Resource Type	Description
Google Template Process.pdf	Stepper	Links to all Board action item templates. Supports initial work of drafting and getting your action item reviewed.

[Google Doc Versions of Action Items for 2024](#)	Google Sheet	Organizes action items by Board meeting for staff in the Superintendent and Board of Education Offices.
[Accessing the System.pdf](#)	Stepper	How to access the OneMeeting system.
[Resetting Your Password.pdf](#)	Stepper	How to reset your password in OneMeeting. This is needed the first time you log in.
[Creating an Action Item.pdf](#)	Stepper	Process for creating, submitting, and sending action items for approval in the OneMeeting system.
[How to Create and Submit an Action Item in OneMeeting Video](#)	Video	Video on creating and submitting an action item in OneMeeting.
[Search for an Action Item](#)	Stepper	How to locate an Action Item within the system.
[Locating where an Action Item is in the Workflow](#)	Stepper	How to locate which step an Action Item is currently assigned to in the approval process.
[Edit an Action Item Once it was Created in OneMeeting](#)	Stepper	How to edit an Action Item once it has been created in the system.
[Viewing Version History Prior to Sending an Action Item for Approval](#)	Stepper	How to view the history of an Action Item's attached document(s) before it was sent for approval.

Questions? Please email all inquiries to boardagenda@philasd.org

FAQs:

What is PrimeGov?

PrimeGov is a web based platform that provides agenda automation, meeting management, community engagement, video streaming, and virtual meeting management for system users.

How will the Board of Education utilize the PrimeGov system?

The Board of Education will use PrimeGov to provide all stakeholders with user friendly access to all Board of Education public meeting materials including meeting agendas for both action and committee meetings, meeting

minutes, and access to meeting recordings that are currently available via PSTV and can be found by clicking here.

Will I still have access to materials that are currently in NovusAgenda?

Materials that are currently in NovusAgenda and accessible via the Board of Educations Meeting Materials webpage will be migrated to the new system. Stakeholders will be able to utilize the search feature in PrimeGov to access both current and past meeting materials dating back to 2018.

How is PrimeGov different from NovusAgenda?

Currently, users are able to download the meeting agenda as a pdf or there is an option to view the agenda in an online format. PrimeGov will provide users with an option to view meeting agendas in HTML format as well as PDF ultimately eliminating the need to click on individual action items to view items in detail.

How can I learn how to navigate the new system?

The Board of Education will have resources available online and in person at Board of Education Action Meetings to help ease the transition. Resources will include instructional videos like the one currently present on the Board website for NovusAgenda and training as the transition to the new system begins.

Why is the Board transitioning to a new system?

As technology continues to evolve, the Board is transitioning to a new and more modern meeting materials and management system to simplify the staff and user experience.

Will I be able to search for different meetings in the new system?

Yes, the new system will allow users to search for different meetings using both a search bar and search filters.

Why are we changing meeting materials software (NovusAgenda vs. PrimeGov Chart)? What is the vision for the new system? What support do we anticipate providing? When will the change take place? What is PrimeGov? Where will I find old meeting materials? What will change