

## **TAC Meeting Minutes (April 2023)**

**Date: April 10, 2023**

**TSSC Annex Lobby**

### **Physically present:**

Beth Anne Carr, Matthew Bradford, Kathy Brooks, Robert Sanders, Darlene Cimilluca, Chuck Griffin, John Perez, Danielle Thomas, Linda Ferrara, Stephanie Bustillo, Jacqui Luscombe, Naveed Syed, Guy Barmoha, Kevin Williams, Terrance Wilson, Dr. Bree Miron, Olayemi Awofadeju, Sasha Azouth, Denise Vajanc, Jason Greenberg, Charlene Collins, Julio Gonzalez, Drew Demme, Richard Baum

### **Virtually present:**

Dr. Phillips, Marsha Wagner, Tina Skipper, Jennifer Harpaloni, Karl Yeats, Raysa Lugo

## **Old Business:**

**(Quorum was met)**

### **Approval of Minutes (January 9, 2023):**

Minutes were approved with a request for modification to the comment by Jacqui Luscombe. Current entry stated, *"She is concerned that TAC members weren't aware of recent PCG issues and therefore would prefer regular updates regarding SIS"* and has been modified to instead be, *"She is concerned that TAC members weren't aware of issues with PCG, or aware of – and involved in – decisions made regarding the future of EdPlan. She asked for TAC to be kept properly advised. "*

### **Membership training requirement status:**

8 members out of compliance for training. Members requested to complete training immediately, as per the Committee Training page ([www.browardschools.com/Page/41329](http://www.browardschools.com/Page/41329)).

### **Officer Election Subcommittee update:**

No update by the subcommittee to report at this time.

### **IT Policies (TAC Review/Feedback):** (Robert Sanders)

No Feedback questions regarding policies 8540 and 8550 were submitted requiring any follow-up. Recommended edits for 8510 were submitted and discussed by Linda Ferrara. Due to the amount of discussion involved, details are not captured in the minutes, but this policy will be scheduled for further discussion.

## **New Business:**

**ParentLink BCPS App:** (Drew Demme) – Review of overall app capabilities were presented. General notes included that corrections can be made with the appropriate school and are often the result of core parent data error as the app requires “parent contact” information to be uniform across all their students' records. Discussion details shared include clarification that this is separate from the site that assists with student registration each year, is currently used evenly across the district with over 300K downloads, the application would remain in place under FinalSite as they purchased Blackboard.

**Cell Phone End User Agreement updates:** (Julio Gonzalez) – Current focus is on developing the user agreement related to FY23-253 bid (SMARSH capturing and archiving text messaging on district mobile phones).

**School Messaging Software RFP Process Starting:** (Kathy Brooks) – The RFP process will soon begin and will include an option for school-based and TAC member volunteer involvement regarding the requirements. Beth Anne volunteered as the TAC representative for procurement processes including the RFP and proposal evaluations.

**Anticipated TAC process related changes:** (Robert Sanders) – Based on recent conversations, it was reiterated that TAC processes would ensure Technology Demonstrations would be offered for member attendance but would be held outside of the time reserved for the TAC meeting. Additionally, the committee confirmed that short term renewals (ie., short ‘band-aid’ extensions of less than a year) without significant change to the original agreement, does not require TAC reporting. Finally, overall focus is to ensure increased TAC review of Technology Bid documents prior to their going through PWS processing and APG review.

## **Key IT Activity:**

**Student Information System (SIS):** (Karl Yeats) - Finalizing schedule and enrollment processes for transition into the Focus system with the assistance of select District and School staff. Training has been conducted and validates data indicating the RFP requirements are being met. In April, a second round regarding additional topics, such as grades, graduation, and attendance will begin.

**Student Information System (SIS) - EdPlan facet:** (Tina Skipper) - Overview of the status update were given. Clarification for the need for accurate onscreen translation was discussed and is in the vendor requirements. A demonstration will be scheduled and made available for TAC member attendance. Detailed conversations have taken place regarding the EdPlan transition, ISP process, EP and SP writing committees in order to meet state requirements. Anticipated GoLive is the 2024-2025 school year.

Motion was raised (*and transcribed below*) by Jacqui Luscombe and seconded by Linda Ferrara. Due to loss of quorum prior to the end of the discussion, an official vote was unable to be taken. Per Robert's Rules, this will be continued during the next official meeting for further conversation.

*"Whereas a decision was taken by BCPS prior to April 2022 to migrate EdPlan to Focus; and*

*Whereas this decision was taken in private without input from system users and stakeholder groups including TAC and ESE Advisory, and was not submitted to the looping process in compliance with SBBC Policy 1164; and*

*Whereas the School Board - apparently without knowledge of this - voted in December to terminate EdPlan minus an evaluation of the advantages, disadvantages, risks and benefits;*

*We move that the School Board of Broward County will:*

- *Examine who made the staff decision - when, why and on what authority;*
- *Contract an impartial, external review team with comprehensive knowledge of special education systems management to conduct a detailed analysis of the comparative merits of EdPlan and Focus.*
- *Suspend the 18-month deadline for the migration of EdPlan to Focus while this review process is conducted."*

*This review should be conducted with input from stakeholder groups including Technology Advisory Council and ESE Advisory Council and placed before a School Board workshop for discussion and evaluation."*

**Success Factors:** (Kathy Brooks) - Soft launch has begun to validate the production environment. Training has been done for Instructional Talent Acquisition staff and this week the Non-Instructional staff will begin. Overall, everything is proceeding well.

## **Meeting Adjourned**