<p align="center">Technology Advisory Committee (TAC)</p>

<p align="center">General Meeting Minutes - DRAFT
BECON 6600 SW Nova Dr., Davie 33317</p>

<p align="center">September 11, 2023, 2:30 p.m.
Technology Advisory Committee web site: http://browardschools.com/TAC</p>

1. Call to order at 2:36 p.m.
2. Quorum was established
3. Reminder: *Ethics Training (*Talent Acquisition & Operations (Non-Instructional) / Committee Training Program & Resource Page (browardschools.com) – https://www.browardschools.com/page/41329

Old Business -

1. <u>Messaging Software</u> – A decision was made not to wait on purchasing another app until the messaging component of FOCUS came out.
   <mark>Follow-up</mark> – Demonstration of FOCUS. Has an evaluation of the needs of the district/teachers/parents been done? When was the decision made to center on FOCUS messaging app? What does the module look like?

2. STATUS - Student Information System – Focus
   i. Status of implementation – see attachment A.
   ii. Case management – the ESE team and IT was working towards understanding how to build the system to do the processes that are currently being built. IT and the entire ESE division are working on documenting what there is in the program and working with the ESE team to identify what changes need to be made.
   iii. Recommend to have Stephanie Acosta attend our next meeting to provide clarity as to what the department is doing along with the data intelligence team.
   iv. Each meeting will have a report updating the status of SIS and SSS.
   v. An attempt will be made to provide an itemized list, but it is not guaranteed.
   vi. Provide a copy of the notes from the data intelligence team and FOCUS that are compiled.

3. **STATUS** - <u>Maximo System review</u> – three areas of enhancements are needed.
   i. Utilizing PPO worker on developing forms.
   ii. Looking at utilizing dollars to go to an ITB to find someone to help us maximize Maximo and/or work with IBM as we still have residuals left with them.
   iii. **Hand devices would be deployed to staff.**

6. STATUS: Audio Visual Enhancement Project at Deaf and Hard of Hearing Schools

   - the Deaf and Hard of Hearing (DHH) Audio Visual Enhancement Project that includes the installation of a new system at four schools with DHH special programs: Peters Elementary School, Tropical Elementary School, Seminole Middle School and South Plantation High School. Discussion was about the type of wiring and conduit needed to complete the project. The

Building Dept is determining whether it is a life safety and determines the fire rating of the conduit. A letter was sent to the parents of those schools. See attachment B with an outline the timeframe for completion.

7. State e-Rate funding: Effect on IT Budget – Last year the focus was upgrading wireless at 30 schools. This year the department is doing wireless at 10 schools, mostly at the high schools that haven't been updated in 10 years.

New Business

1. Here Comes the Bus

      i. Software program was updated. While permanent bus route changes are handled in school bus route planning software, temporary, on-demand changes can be made in in the K-12 fleet management solution software. More than a school bus GPS tracking system, the solution integrates with school bus route planning software, reading information about stop locations and riders. Using the bus substitution feature, dispatchers can easily assign one bus's run to another bus. With the stop-level substitution feature, parents will be able to track the location of the substituted bus as it nears their child's stop to better time pickups and drop-offs

2. Xello replaces Naviance. The district has Naviance until September 29, 2023. The official launch of Xello is October 1st. The integration with Clever is taking place. The department is providing principles with a pivot memo that includes documents to help them see the student facing side, the staff facing side, along with guidance counselors, school counselors, IMT's and school registrars. They will be trained on it this month. Student data will be transferred, but any sort assessments that students may have taken, resumes that have been completed or any groups that have been created would not transfer over.

3. Review of Policies 8500 and 8510

Adjourned 4:02 p.m.

Future Meeting Dates: *Default standard date/time: 2nd Monday of each month (except July) @2:30 – 4:30*
October 9, 2023, 2:30 pm, BECON, 6600 SW Nova Dr., Davie 33317
November 13, 2023, 2:30 pm, TSSC Annex Lobby, 7770 Oakland Park Blvd., Sunrise 33351

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Project Title:	Broward County Public Schools SIS Implementation (TERMS replacement)
Date Prepared:	September 11, 2023
Document Type:	Project Update – TAC

Key Milestone	% Complete	Status Comments
Data Migration – Primary (active Students)	99%	100% completion contingent on zero records in error; some records require correction at the school site making 100% difficult to achieve
Data Migration – Historical	99%	100% completion contingent on zero records in error; some records require correction at the school site making 100% difficult to achieve
Work Breakdown Structure (WBS) completion	48%	Project team is working through a backlog of work requests. 278 total items; 98 complete; 50 in progress; 49 not started but on target, 72 behind schedule; and 9 denied. As of August 28th a dedicated Focus Task Force was assembled to respond to the backlog of work.
Integrations Development Complete	24%	Some integrations progressed to testing phase; some require work on the recipient vendor for configuration. No substantial roadblocks to report at this time.
Process Improvement & Identification	88%	On schedule. Completed in collaboration with BPO members during scheduled meetings/workshops.
Data Validation	23%	On schedule. Completed in collaboration with BPO members during scheduled meetings/workshops.
RFP Requirements Confirmed	20%	On schedule. Completed in collaboration with BPO members during scheduled meetings/workshops.
Business Process Owner (BPO) Workshops	42%	On schedule.
School-based Training	0%	First scheduled training – November 13, 2023

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Peters Elementary School
851 NW 68th Ave.
Plantation, FL 33317
phone: 754-322-7900
www.browardschools.com/peters

August 24, 2023

Dear Broward County Public Schools Deaf and Hard of Hearing (DHH) students, parents, and staff.

Welcome to the 2023/24 school year! The Safety, Security, and Emergency Preparedness Division (SSEP) and the Information Technology Division (IT) would like to provide a joint update regarding the DHH Audio and Visual Enhancements Project for Peters Elementary School, Tropical Elementary School, Seminole Middle School, and South Plantation High School. This project includes the installation of hardware that will enhance safety for DHH students and staff through visual emergency alerts.

Initially, we had an estimated project completion date of July 2023. Unfortunately, we faced some setbacks, so the new timeline has been adjusted to account for this and other project challenges, and the new timeline should be completed by November 2023.

Below is the newly adjusted timeline.

- **December 2022**: Board Item in Support of DHH Audio/Visual Enhancements
- **January 2023**: Initial Product Team Meeting
  - Product Team and Resources Identified
  - Project Scope Planning and Designs Initiated
- **February 2023**: Project Approved and POs Requested
- **March 2023 – May 2023**: Physical Project Work Initiated
  - Technical Training Completed on Audio Enhancement Hardware for end users
  - Security Procedure Training
- **June 2023 – August 2023** Resolving Project Setbacks
- **Week of August 21 – Send DHH Community Communication out via ParentLink**
- **August 2023 – October 2023**: Physical Project Work Continues at four schools
- **August 2023 – October 2023**:
  - Safety/Emergency Protocols Updated Training for Students and Staff
  - Safety/Emergency Protocols for Special Population – already started

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- ○ ADA Compliant Tabletop Training and Practice – being scheduled
- ○ Aligning Notifications from different alerting systems (Alertus & Alyssa's Alert)
- ○ ADA Compliant Staff & Student Training (Special Needs Population) – in the planning stage
- ○ BECON partnership with video Interpretation and Integration into PowerPoint – research and planning stage
- ○ Bureau of Justice Assistance SRO Training – add DHH-specific enhancements
- ○ Provide enhanced Safety/Emergency Protocols training to all security staff in support of the DHH community – already in progress
- ○ Schedule and facilitate all tabletops to include DHH enhancements
- **November 2023**: Initial Commissioning of Campus-Wide System (at all four sites)
- **November 2023 – December 2023**: Project Close Out
- **December 2023 – Onward**: (Next round due to newly implemented DHH system) Safety/Emergency Protocols Updated Training for Students and Staff

We apologize for this delay. Please be assured that we are committed to ensuring the safety and security of each student and staff member and recognize that even after this project is implemented, there will be opportunities for improvement. As part of our commitment to effective community engagement, we will increase our communications around this project and collaborate with the ESE Advisory Council, DHH parent leaders, teachers, staff, and students to ensure our project training content is inclusive of the needs of our DHH community.

For additional information or if you have any questions, please contact Lynn Moscoso, Safety Technology Assistant Director, at 754-321-0397 or 954-980-7523 or via email at Lynn.Moscoso@browardschools.com.