

Audit Committee Pre-Questions

Related To HCT – IT Technology Devices Agreed-Upon Procedure Report

No.	Audit Committee Member	Report Page & Paragraph	Question / Observation	Response
1	Nathalie Lynch-Walsh, Ph.D.	Page 9 of 32 of the HCT Agreed-Upon Procedures Report	<p>HCT indicates that the network integration Director and former TAC "Vice Chair/Chair" were interviewed and that the bid was "presented" before the TAC Committee several times and that TAC "participated in the inception, drafting, and bid specifications" of the bid.</p> <p>Would you please forward the agendas and minutes from the TAC meetings where the participation listed on page 9 occurred, including the meeting where TAC "hired an independent consulting firm"?</p>	<p>From HCT CPAs analysis the relevant TAC meetings that are Bond specific are 12/8/2014 - 9/21/2015. From those meetings we can determine the following:</p> <ol style="list-style-type: none"> 1. On 12/8/2014 the TAC according to the minutes the TAC went over the outline that created a standard model based on the schools' needs 2. There was a disagreement between a one vendor approach and multiple vendor approach. 3. There were discussions in multiple TAC meetings that they wanted to go back to Macs but that was disputed in February Board Meeting 4. On 2/9/2015 Gartner was hired to provide technical advice on reviewing their work prior to being presented to the Board 5. Review of the Lenovo's used for the Digital Plan 5 schools revealed a better failure rate than industry average in year one. (2.5% compared to 12.5%) I am not sure if the specs of the D5 computers are the same as what was provided on the Bond. 6. On 3/9/2015 advice was sought from Gartner as to the one vendor approach and multiple vendor approach. In addition, a discussion of one vendor or multiple vendors was discussed. 7. From 4/13/2015 – 9/21/2015 updates were provided to TAC about RFP protest. <p>Please see the attached minutes on the discussions at the TAC meetings.</p>
			HCT response on Hiring of independent consulting firm by TAC.	<p>Our reference to a consulting firm is referring to Gartner Consulting. It appears that Gartner Consulting firm was working hand and hand in the procurement of Bid 16-059E per the TAC / SBBC minutes. HCT CPAs are not sure of the procurement process that onboarded Gartner for their consultancy on the BCPS Bid 16-059E. The hiring of Gartner Consulting may have been by the IT department for BCPS or TAC. Please note that the spirit of the written note in the AUP report is that TAC had a "hired" consulting firm to assist them and their creation of, meeting on, write up of</p>

				BID 16-059E and the execution of BID 16-059E.
2	Nathalie Lynch-Walsh, Ph.D.	Page 9 of 32 of the HCT Agreed Upon Procedures Report	please also forward any written documentation that supports the assertion of the "direct involvement by the BCPS Chief Strategy & Operations Officer . . ." (see interview with Former TAC Chair)	<p>HCT performed an interview with the former vice chair / chair of the TAC on November 12, 2020. During our interview, HCT staff inquired regarding the direct involvement and association with Bid 16-059E. We relied on the representations made to HCT during our interview in making our assertions.</p> <p>HCT also performed an interview with the BCPS chief Strategy & Operations officer. The Chief Strategy & Operations Officer described his role in Bid 16-059E as oversight of the process. The Chief Strategy & Operations Officer duties include assisting with issue resolution where a problem may exist. Chief Strategy & Operations Officer reviews and approves board items. Based on Chief Strategy & Operations Officer review and approval involvement, he would have reviewed and approved the SBBC board submission for Bid 16-059E. Chief Strategy & Operations Officer receives period updates from staff on action items. Chief Strategy & Operations Officer was involved with Bid 16-059E</p> <p>Per the Chief Strategy & Operations Officer, there is an inherent responsibility to perform in various ways to ensure that his team adheres to all policies.</p>

Note 1 – HCT and/or District staff will address pre-questions (as well as questions at the meeting) related to the HCT IT Technology Devices Agreed-Upon Procedures Report.

Note 2 – Chief Auditor Joris Jabouin will determine the applicability of the question and the appropriate staff for the response.

Note 3 – Questions are due to the Chief Auditor by the close of business on Friday March 26, 2021.

TECHNOLOGY ADVISORY COMMITTEE
AGENDA, March 9, 2015
BECON - 6600 SW Nova Drive in Davie
MGM Room
2:30 p.m.-4:00p.m.

In attendance: Myra Burden, Chuck Griffin, Randy Stephen, Philip Dalachinsky, Jermaine Fleming, Daryl Diamond, Kelvin Lee, Russell Kaufman, Judy Terboss, Beth Anne Carr, Jared Suggs, Michele Rivera, Julio Gonzalez, Latoya Clark, Janice Clark, Denise Vajanc, Doug Pearce

1. **Welcome –Beth Anne Carr, TAC Chair**
2. **Approval of February 9, 2015 minutes – All**

3. Computer RFP – Doug Pearce

I and T and the Procurement departments are moving forward with putting out a new RFP to buy computers. The Board and the Superintendent want for multiple vendors to participate in this opportunity. Those in technology feel that this is difficult from a training, support and Total Cost of Ownership (TCO) perspective. Although this gives people choice it is difficult to manage computers from multiple vendors. The RFP will be structured so that there will be **one group** called “desktops and laptops” and that will be awarded to the two highest scoring proposals in the process. **The second group** will be “tablet environment” and this too will have two award recommendations coming out of the RFP process. Therefore, there will be two companies to buy PCs and two companies for tablets.

District reached out to **Gartner** to see what they recommend, and were leaning towards not awarding to more than one company. Standards sub-committee leaned towards the one vendor approach. But there are other forces here that come into play that warrants the district to offer to more than one vendor.

We already have an agreement with Apple computers, so this is about buying desktop, laptops, and tablets. iPads can be ordered through the Apple contract.

Question: How would service and support be delivered? We will not tell vendors that you can bid on this so long as you use one specific support mechanism. Therefore, there could be as many as four different support mechanisms. This is important because of the amount of servicing required, and not well delivered, by Lenovo for a school district our size.

Anyone who has any comments regarding this should send them to Angela Coluzzi.

4. Student Advantage (since go-live) – Doug Pearce

Rolled out Student Advantage and from the perspective of I and T Department it went very well. About 6000 students have downloaded their free copies and the support desk did receive a few questions regarding Active Directory issues. More information will be sent out to families as school opens next year.

Teachers are entitled to the same thing, but there is a problem with the Outlook piece of this. The challenge is that when you download the Microsoft Office Suite, you get an Outlook client that works only half way.

5. eRate RFP (Board Approved/Next Steps) – Doug Pearce

Contract rate and actual filing of eRate are the two sides of the issue. Last week, eRate went to the Board and was approved and now we can go through the process of eRate reimbursements. March 26th is the filing deadline for this year. The opportunity is to get \$33 million back from eRate.

6. SAP Configuration – Janice Clark

The Board wants to make sure that we do not go above the spending authority given to us and currently we cannot exceed by any amount over a dollar. We will be purchasing a Contract Management module to allow us to keep track of the money we are spending, giving us alerts and helping us to manage the money spent. This solution offers us an online vendor registration form and this will interface with SAP and automatically update the information. This enhancement will allow us to log onto a vendor's catalogue, enter the card number we are looking for, and automatically give us the discount. Cost is \$250,000 which is budgeted. It is projected that this will also save us money.

7. New Business – Judy Terboss

The Pinnacle password has been changed so that students can change their own password. When this is done, parents cannot get into Pinnacle. Parents then call the schools who change the password for the parents, but then the students change the passwords again.

In Pinnacle there is a place for both parents and students to have their own password, it just needs to be made available, just like we use on Virtual Counselor. Myra Burden will take this back to I and T.

8. FOCUS – Philip Dalachinsky

At the community schools and technical colleges we have rolled out a new student information system called FOCUS. These schools are no longer going to use TERMS and Pinnacle. This year has been a year of learning how to drive the car, but it is better than using the six disparate systems that we were previously being used. There are 11 other counties in Florida that have piggy-backed on Broward County.

9. Testing – Testing went very well today (3/9). Last week, Thursday and Friday everything went well. Those schools that started early in the day on the first day (Monday 3/2) fared better than those schools that started later on in the day. Tuesday and Wednesday (3/3 and 3/4) testing was suspended and resumed on Thursday (3/5).

Future Meeting Dates for 2014-2015

Second Monday of each month (for the most part) at 2:30 p.m. at BECON

~~October 6, 2014 – Monday October 13 is a holiday.~~

~~November 10, 2014~~

~~December 8, 2014~~

~~January 12, 2015~~

~~February 9, 2015~~

~~March 9, 2015~~

~~April 13, 2015~~

~~May 11, 2015~~

June 8, 2015

Dial-In Information

Phone Dial in - 754-322-0019

H.323 Dial in - 20019

SIP Dial in - 20019@browardschools.com (ie. Movi)

TECHNOLOGY ADVISORY COMMITTEE

MEETING MINUTES

Date: February 11, 2019

Location: BECON – MGM Room

Time: 2:30 p.m. - 4:00p.m.

Address: 6600 Nova Drive., Davie, FL 33317

Dial-In Information:

- Phone - (754) 321-0870 meeting number 75100 (To mute, press *6)
- SIP Dial in - for users outside the BCPS network: 75100@browardschools.com
and for users inside the BCPS network: 75100.

In attendance:

Matthew Bradford, Maximo Rosario, Robert Sanders, Vincent Vinueza, Dale Bondanza, Jeff Stanley, Teresa Macri, Julio Gonzalez, Chuck Griffin, Harmoni Clealand, Daryl Diamond (Via video Conference), Denise Vajanc, Vincent Newman, Zak Barbarosh, Ed HineLine, Philip Dalachinsky, Vernicca Wynter, John Perez (Heather Brinkworth), Mark Traviwash (Patti Good), Beth Anne Carr (Robin Bartlemann) Carol Saponaro, Stephanie Bustillo, Rick Reynolds, Stephanie March.

Agenda Items:

- 1. Call to Order** – Beth-Anne Carr, TAC Vice- Chair
 - a. Approval of the last minutes – use full names and the position for context, clarity, and for the record. Motion to approve unanimously with amendment above.
- 2. Announcements & Comments**
 - a. Announcements - Group
 - b. TAC Web site: <http://browardschools.com/tac>. Public site with all agendas, minutes to meetings. Reviewed team site. When you first go in you have a conversation (discussion side). On top, all the documents are available. TAC overview, roadmap, bylaws, etc. It's on the team site and the website as well. Jeanine used the sign in sheet to send the invitation. Whomever has not received the invitation to the site can email Beth Ann to resend. Jeanine would review the team site and the website and made updates. Maximo will now update the team site and the website.
 - c. Microsoft Teams TAC Site: Working site for providing input & collaboration opportunities – Demonstration. All TAC Members have been invited to the site.
https://teams.microsoft.com/_#/files/General?threadId=19%3A217122828b1f4f79b30e6b4e907fc8e4%40thread.skype&ctx=channel
- 3. Business before the Committee**
 - a. CIO Leadership Update - Matthew Bradford is task assigned to the CIO role. He is looking at meeting the goals and objectives that we already had in place. Working with the Board to get the proper spending authority for the projects IT has on tap. Still moving in a positive direction. Picking up as much as he can in a very aggressive time frame.
 - b. School Board Workshop - Information and Technology Update
 - i. February 12, 2019 – There will not be a Board workshop in February.
 - c. Sub-Committee Updates/Discussion –
Student Information System (SIS) Sub-committee: Jeff Stanley indicated that at the last TAC meeting we discussed responses to divide up the work of reviewing the responses for the new student information system (SIS). Beth-Ann Carr indicated that there should be a School Board representative on the SIS sub-committee.

Maximo Rosario indicated that the schedule for the sub-committees was never determined. Beth- Ann asked whether anyone had a feeling about whether the meetings need to be face-to-face. Comment – Sub-committees would meet in person and then present back to the TAC committee.

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Comment: Beth-Ann – suggested that someone from outside the TAC committee and outside the School District should sit in on the sub-committees in order to get a different perspective. Is that possible? If there are people willing, we are open to adding members to the committee.

Comment: Can the sub-committees set up schedules and bring back to TAC to make sure that **they do not overlap?**

Questions: Are the leaders of each committee in the room? Can you reach out to everyone on your sub-committee to touch base and set up schedules? Can we update the sub-committee lists and remove people who are no longer in the District? For example, the SIS sub-committee needs to remove Jeanine Gendron's name as she retired. Beth-Ann is willing to sit on this sub-committee as the non-district employee.

Computer Refresh sub-committee – Remove Earnest from the committee. Denise Lyon did not see her name on the Refresh sub-committee and her name was added.

Single-Sign-On/Identify Management sub-committee- no outside representation but it is a current roll-out of a project and not a new initiative.

Comment: Would like to have a student representative if possible on this committee. Denise Lyon will reach out to the second student on this committee and see if they can be on this committee.

TAC Policy sub-committee- Dale Bondanza has not reached out to Veronica or Olayemi.

Transportation System sub-committee – Ed Hinline is looking at a new routing system. They did an RFI and now doing an RFP, which will go out in a week. Harmoni explained that this sub-committee can be part of the evaluation committee for the RFP. The person will have to review the information before they meet to evaluate the RFP. Harmoni explained the RFP process and John Perez added his name to this sub-committee.

Comment: Maximo indicated that the role of the sub-committee is to meet and discuss the item and then report back to TAC. It is not just a vehicle to report back to TAC but to be part of the sub-committee and give their input. Suggestion was made that the chair of each sub-committee can post into TEAMS when they are meeting and the subject so anyone who is interested from TAC can go and participate.

Strategic Planning Sub- Committee – Remove Tony Hunter and add Mathew Bradford's name.

Add Carol, John Perez, and Russell to this committee.

Recommendation: Each sub-committee should try to meet between this TAC and the next TAC meeting.

d. Project Updates:

- i. Technology Computing Devices ITB – Maximo Rosario – currently working on this since the contract ends Dec. 2019. Process of starting that and gathering information. Sub-committee will be working on this, to see what we currently have and what the renewal will look like. Will bring to TAC next time we meet.
- ii. Managed Print Services – Maximo Rosario – The new printing devices (phase 1) is completing. Now in the planning phase of phase 2. Approved vendor (Lexmark) will do site assessments and will make a presentation on how to streamline printing on campuses. Classroom printers currently only print. They want to replace them with multi-functional (print, copy, staple, etc.). Lexmark will own them and take care of them. Looking at a software that gives everyone an account and they can send their print jobs to each individual and then that persona can go to the machine and log into their account and print their order form the cure. You can use any device that is free and not wait for printing if a machine is already being used. Communicate to stakeholders why devices will not be on individual desks. Assessment will provide optional locations for

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MEETING MINUTES

devices. Pilot (12 sites) compiled scenarios to ask vendor. Some large organizations have a person in charge of printing/copying. These are the smaller volume printers (the ones currently in each classroom). Not meant for class sets. Those should still be sent to the high-volume printers. Inventories need to match first before sending out the vendor for the assessment.

Question: Does Lexmark have the man power to send in someone to fix the small machines if it already takes them more than two days to respond for a service call.?

Response: We will hold the vendors accountable for the contract and the times stated for maintenance/fix in the contract. Maximo explained to the committee why the timing was shifted for delivery of the devices as delivery happened at the beginning of the school year instead of over the summer.

- iii. Video Surveillance/Security – Teresa Macri - We are wrapping up on surveying schools. End of March we should be completed. 54% of proposals are in and we are reviewing them. Our wiring vendor could be a possible delay because of the conduit work. The conduit work requires drilling into walls. They know testing season is coming and they are doing nightwork to catch up. Not delayed yet but there is a potential for the delay.
- iv. SSO Changes/Radio Migration – Teresa Macri - We met with identity management design team. There is need for some sign-offs and we are on target for that. SSO-trying to get users to register themselves with their reset questions. Ability to provide three ways to reset. Everything is looking nice on this project. Radio migration-talking to the county and providing infrastructure and we are providing the radios. Looking at June for mass deployment of radios. So far green and will let you know if there any concerns.

Question: Why did favorites go away from Insite? Teresa answered that once people are registered through SSO they can start that back up again.
- v. Maximo – Ed Hinline/Dale Bondanza - We just took control of production environment and we are doing the last bit of cleanup. Training will be completed by the 15th.
- vi. WAN Upgrade – Vince Vinueza - Under the cone of silence. Planning on going to the board March 5th.
- vii.

4. Adjourn - All

Future Meeting Dates for 2018-2019

- March 11, 2019
- April 8, 2019
- May 6, 2019
- June 10, 2019

Meetings are scheduled to start at 2:30pm.

**TECHNOLOGY ADVISORY COMMITTEE
MEETING MINUTES**

Date: February 10, 2020 Time: 2:30 p.m. – 4:00 p.m.

Location: BECON

Address: 6600 West Nova Drive, Fort Lauderdale FL

Phone - (754) 321-0870 meeting number 75100 (To mute, press *6)

In attendance: Beth Anne Carr, Dale Bondanza, Denise Vajanc, Daryl Diamond, Julio Gonzalez, Mark O'Loughlin, Maximo Rosario, Naveed Syed, Olayemi Awofadeju, Robert Sanders, Janice Johnson, Stephanie Marsh, Carolyn Krohn, Rick Reese, Sasha Azouth, Sean Hershkowitz, Stephanie Bustillo, Vince Vinueza, Vincent Newman (phone), Zak Barbarosh, Rekishia Moore-Redding (phone), Jeff Stanley (phone), Jacquie Lascombe (phone), Andrew Dolberg (phone), Ed Hineline (phone), Amanee Tyson, Richard Baum, John Perez (phone), Major Pannu, Chuck Griffin, Kathy Brooks

1. **Meeting minutes** from Dec. 9th and January 13th have been approved.
2. **Business before the committee:**
 - a. **Draft Charge**— what Mr. Dunn (CIO) would like from TAC is to a) advise in regard to the IT portfolio of projects, priorities, and implementation, b) promulgate digital learning practices throughout the district, and c) play a tactical role in high-value IT procurements.
 - i. The purpose of the Technology Advisory Committee is to provide intellectual and practical insight, pursuant to BCPS Policy 5306, to the administration on the implementation of the technology services. TAC will provide recommendations to the Chief Information Officer.
 - ii. Discussion on the various meeting agenda items and whether they were in chronological order or if they should be done in a logical fashion (i.e., we are now in the budget cycle so which meeting should we tackle first to be within this cycle and not after the fact).
 - iii. There are still a few Learning Management Systems being used: Canvas, Desire 2 Learn, and Educator (virtual school)
 - iv. How do these changes affect the other digital committees' work: Digital Project Team meeting and IT/Academics meeting?
 - v. TAC is an advisory committee to the Board and has representatives of them whereas the other committees do not.
 - vi. RFP committees – can they include people outside of the School Board who sit on TAC? Can people outside of the School Board who sit on TAC see the results of the RFPs?
 - vii. Need to ask Procurement whether or not vendors can demonstrate their product to TAC as part of the procurement process.
 - viii. Anytime a new product is being proposed or a change to an existing product, the analysis and the expected ROI should be made available to TAC so that not only is the selected product is discussed, but the analysis that determined an item should not be selected is also discussed.
 - b. **WAN Presentation from Board walk around**— The network is not one specific device, but made up of many layers to deliver to employees. There is the Wide Area Network, School Switching and Routing, and Wireless Access Points. We want to deliver the Internet like a utility. Presentation included performance and challenges, as the District is below some of the standards. The wireless

technologies are now 5 years old and we need to update and refresh. The second layer that we are paying attention to is for improving resiliency through a ring that provides another path for traffic if a line goes down. We are leasing the fiber through a long time contract. Looking for Board approval in March 2020. There is a huge piece of this that is security related and both Mr. Katz and Mr. Dunn are both over the governance of the project.

- c. **Maximo ask to the Board** – tabled until next month
- d. **TAC presentation on policies (5306.1) and by-laws** – The policy defines the committee membership and has not been updated in over 10 years. Goal is to ensure that TAC's voting membership represents the stakeholders that the District serves in as high a ratio as possible. Increase ability to meet quorum given the many schedules that have to align to convene meetings.

3. Upcoming Board Items

- a. Jan – Electronic Surplus (Harmoni/PWS) - POSTPONED until March
- b. Feb – MS Agreement (Vince)
- c. March – Pinnacle, Naviance, Blackboard/ParentLink (Procurement), Apple
- d. HW/SW/Support, Additional AV ITB vendors for Scoreboard/Marquees/Sound Systems
- e. SPOE Enhancements – Video and remote door access (Teresa – RFP)
- f. Telecomm – split into 4 (Landlines, Cell, Cabling, Networking) (Vince - RFP)

TECHNOLOGY ADVISORY COMMITTEE

Meeting Minutes

March 14, 2016

BECON - 6600 SW Nova Drive in Davie

MGM Room

2:30 p.m.-4:00p.m.

In attendance: Daryl Diamond, LoriAyn Stickler, Lynne Oakvik, Jeanne Dishowitz, Doug Pearce, Phillip Dalachinsky, Michele Rivera, Kelvin Lee, Lewis Jackson, Randy Stephen, Larissa Chanzas, Denise Vajanc, Danny Tritto, Dale Spear, Myra Burden, Angela Coluzzi, Julio Gonzalez, Tony Hunter, John Perez, James Williams, Bethanne Carr, Carol Saponaro, Major Pannu, Jared Suggs, Chuck Griffin, Brenda Aikens, Zak Barbarosh

1. Approval of February 8, 2016 minutes – approved with changes to who was in attendance

2. IT Roadmap – Tony Hunter

- a. Timing of items being brought to TAC. Question as to whether or not we are bringing things to TAC just before going to the Board versus having TAC weigh into the decision-making process. IT will make sure to try to bring items to TAC with more time but recognizing sometimes things happen quickly and need a fast turn-around.
- b. Presented an overview of IT projects and initiatives: (1) Core infrastructure upgrade – by the end of 2017 to have this completed. Encompasses a number of things: Upgraded firewall, mobile device solution, one access point per classroom, updating switches in closets when needed, and request to purchase a single sign-on solution for the district. Trying to make sure that the district is understanding the emphasis that is being placed on security. This is evidenced in the district's requirement to change default password into a complex password. This will be required every 90 days, (2) Office 365 deployment to staff, already done with district departments and to be extended to all staff by August 2016, and then to deploy Office 365 to students, (3) SMART technology – ongoing rollout of the devices to schools and one of every device was brought to TAC for participants to see what is being provided under the newest bid, (4) Mainframe retirement project – IBM has notified us that as of December 2016 our oldest mainframe is no longer supported. We have been in the process for the last couple of months migrating data from the systems. One of the systems is PROPS (fixed assets) and we are in the process of moving it over to SAP. Another one is COST (financial reporting system to the state) and the state has identified its replacement. Another major system is our COMPASS work order system for facilities and work orders. There is an RFI that is currently on the street to replace COMPASS, (5) Telecom upgrade - 2/3 of our telephone systems have been converted to voice over IP, (6) Technical Services RFP if we need “boots on the ground” to help IT roll out a project. New solicitation to renew a contract that is expiring, (7) Standardize school websites –see below, (8) Self - service portal for break/fix – everyone in the district will be able to enter their own tickets if something is not working so that we can determine how well we are doing with repairs, (9) Learning management system – pilot schools to be determined sometime next month to be rolled out in the fall. The LMS will go to the Board as a recommendation in April or May, (10) SAP has not been upgraded in quite some time and there are some serious implications if we don't do this. So this will be a budgetary request next year. (11) Windows 10 rollout – new image of all new devices has Windows 10 and then a timeframe to upgrade our existing computers. (12) Pinnacle gradebook for all schools – right now a lot of our elementary schools are not using Pinnacle. Next year we will be rolling out a mobile application for parents to have access to students' grades from their phones. Information put into Pinnacle will automatically ping the parent's phone. (13) 2016-17 Capital project rollout. (14) CNMS RFI – Maintenance work order

Concern: A lot of concerns from the elementary school principals regarding moving over to Pinnacle. Need to set up a meeting with the elementary school principals so that they can see how this works.

IT now has the responsibility of security cameras, door access and visitor badging. It used to be the work of SIU but is now transitioned over to IT. What IT is NOT responsible for is any monitoring or evaluations. Just responsible to make sure that the technology is working and having the contracts in place and buying products that will serve the district well.

3. School Websites – Tony Hunter

April 5th Board meeting IT will take a recommendation to purchase the Blackboard solution. One of the major components is a website solution. Viewed Pinellas County to see the capabilities and functionalities of this tool. Also Houston Independent School District uses this solution and they are totally focused on schools. Looking for a unified communication tool strategy across the district that when making a change in the website that change should be able to be seen in a variety of places. The district is standardizing on our websites across the district. Schools will be able to create their own look and feel while still being standardized across features. There are 176 school websites that we need to convert rather quickly. For teachers' websites, we will probably use the new Learning Management System rather than a website.

Concern: When are the schools going to be made aware and get involved in this conversion from one website solution to the other? Late April/early May. Will communicate this to the schools through the project manager overseeing this project once approved by the Board. Departments will be using this solution, as well.

4. Product Demonstration – Tony Hunter

Devices that are going to be made available to schools regarding SMART IT deployment were presented and functionality and costs were presented.

Concern: Since we meet only once a month and there are items that are moving quickly, how can IT best inform TAC in the interim? IT can engage us early on as part of the requirements gathering stage of RFP/RFI. This way TAC has some input into the process. IT will also provide the project roadmap on a quarterly basis.

5. Naviance Presentation – Ralph Aiello

The district recently purchased this program for middle and high school students that helps them figure out their interests to better focus students on becoming college and career ready. Another thing that it does is that it helps students select the type of schooling that would be required to actually do the job or education that they identified. They are able to “pin” these places and look at places side by side and compare institutions. They can search for scholarships, both nationally and locally. The career site allows them to take assessments (strength explorers, not like a standardized test) that help them learn about themselves, what they are good at, and the types of jobs that are available to someone with those interests, along with the associated salaries of those positions where they live. Guidance counselors and teachers can push out items to students for them to complete.

Concern: Naviance did not come to TAC prior to it being purchased. TAC needs to reinstitute TAC being on the checklist as items go to the Board. TAC needs to communicate that all technology purchases by the district should be vetted by TAC. New procurement processes will identify technology items, but by the time it gets to Procurement it is too late. The process in the future will be that any item that comes to IT as a bonafide project will be directed to TAC.

1. **Concern:** Naviance does not have the ability to look at future job outlook. Didn't keep track of the future job demand. Do not send people into a job just because they are good at it if there are no positions available. Naviance has the data so it should be able to provide that information to the students. Minutes were approved with this change.

6. Learning Management System (LMS), Digital Classroom Plan (DCP) update – Daryl Diamond

Digital Classroom Plan (DCP) was approved by the FLDOE and we should be receiving funds within the next few days.

Software purchases with the DCP in addition to the procurement of the LMS:

- 1) Vocabulary.com – combines the world’s smartest dictionary with an adaptive learning game that enables kids to master new words. You can paste up to 1000 pages of text into a box and it will create a learning activity that can be assigned to students. Monitors student word acquisition and makes it into a competition. Words are taught by systematically exposing students to a wide array of question types and activities that help them understand all the meanings and nuances of every word being taught. As student’s vocabulary grow, the words that the students will learn become more and more advanced. For middle and high school students
- 2) Learning.com – helps K – 8 students excel in a digital world. The program helps support districts as they transition to digital content and build students’ digital literacy skills. Easy Tech are self-paced lessons that help students develop keyboarding, online safety, and other critical digital literacy skills. Inquiry is a project-based approach to teaching digital literacy and integrating technology into core subject instruction. Part of the DCP because we need to measure the percentage of students with basic keyboarding skills by the end of 5th grade.
- 3) Newsela – News articles that are of interest to students at a variety of different reading levels.

EdSurge – Friday, May 6th for administrators at the Renaissance Hotel in Plantation for approximately 200 school-based and district administrators, and Saturday, May 7th at Signature Grand in Davie for instructional personnel. Bring together technology companies and school districts to discuss how to match school district’s technology vision with the tools that are out there.

7. Hardware/Software Maintenance 2016-2017 – Myra Burden

April or May finalization due to new legal requirements. \$9 million dollars associated with this year’s hardware/software maintenance.

8. Audio Visual Bid 16-139E – Julio Gonzalez

Audio visual catalogue is getting ready to go out for advertisement (old one expires in June). The new bid will give us options and preferences based on the manufacturer. We are going to be able to keep up and buy from a particular manufacturer and we will not be geared to the particular line item. Instead, you will be able to purchase the upgraded item.

9. Adjourn

Future Meeting Dates for 2015-2016

Second Monday of each month (for the most part) at 2:30 p.m. at BECON

~~September 21, 2015~~

~~October 12, 2015~~

~~November 9, 2015~~

~~December 14, 2015~~

~~January 11, 2016~~

~~February 8, 2016~~

~~March 14, 2016~~

April 11, 2016

May 9, 2016

June 13, 2016

TECHNOLOGY ADVISORY COMMITTEE
January 12, 2015
BECON - 6600 SW Nova Drive in Davie
MGM Room
2:30 p.m.-4:00p.m.
Meeting Minutes

In attendance: Jeanine Gendron, Angela Coluzzi, Elizabeth Carr, David Carr (guest), Myra Burden, Daryl Diamond, Philip Dalanchinsky, John Perez, Doug Pearce, Jeanne Dishowitz, Judy Terboss, Denise Vajanc, Zak Barbarosh, Larissa Charizes, Jermaine Fleming, Kelvin Lee, Chandra Powell, Russell Kaufman, Chuck Griffin, Randy Stephen, Jared Suggs, Veronica Sclafani, Daljib DS Parnu, Carol Saponaro, James Williams

1. Welcome –Beth Anne Carr, TAC Chair

2. Approval of December 8, 2014 minutes – All

3. Final Digital Classroom Plan – Jeanine Gendron

The DOE has required us to complete this plan, as they have with all school districts. It is meant to support school district's strategic plan with a focus on student outcome. Input has come from various departments including: I and T, Academics, OSPA, Talent and Development, Research, and has also been discussed here at TAC. Now the final plan is being presented to us for review. Funds from this plan will be used towards our district's Learning Management System giving us the money for the convergence of all digital contents into one learning management system. This is being done to personalize the learning environment in a general classroom setting. It will be going to the Board for approval. Charter Schools were invited to participate and a percentage of the money will go to them. There is currently a Task Force that is developing the specifications for the LMS and it will be going out for an RFP.

Questions:

1. Keyboarding skills – will this be implemented early on in the grade levels as we move more towards digital learning environments. Yes, keyboarding will begin in third grade.
2. FSA Preparation – there are so many new skills that students will need to be able to do
3. Will this LMS be a one size fits all or will schools be able to continue to use what they are already using. LMS that is being selected is more for the general classroom and this solution may not fit the needs of the technical centers.

Motion made to accept the Digital Classroom Plan. Unanimously accepted.

4. Update on RFP 15-090E (E-Rate) – Doug Pearce

There are several groups that are a part of this e –Rate RFP that include work on the LAN equipment, phone equipment, plain phone service, cellular phone service, etc. Tomorrow morning we begin negotiations with the award recipients to develop a contract and then bring to the Board in February to

do the category 1 and 2 of the e-Rate. The recommended recipients are three companies: Universal Cabling Services (UCS), JDL Technologies, and AT&T that cover these several groups. This will be an allocation of \$26 million, and if we do this right we will get an 80% discount on the infrastructure that supports us. The implication for the contract applies to the entire school district.

Student Advantage is ready to be implemented in the district now that we have piloted it in 5 schools. Two lessons learned here was that (1) it has not generated as much student downloading as we thought (67 people), and (2) of those 67 people no one asked any questions about accessing the software.

Office 365 – There are two pieces to this software: (1) Outlook and (2) the productivity piece. Work on this in the district is still being done but the implementation of this district-wide is not top of the list. Yet, it is still the intention to move towards Office 365 and Outlook. There are some places in the district that do not need support and would like to start playing around with it now. But there are some who would like to access it but would need the support. Problem is that you cannot just walk away from CAB and need to work in both systems.

Microsoft Office productivity tools will be made available to the district as soon as the district receives the flyers from Microsoft on how to log in to use the office products.

5. Bond Update – Angela Coluzzi/Myra Burden

The bond has \$80 million slated for technology; specifically computers, access points, and networking. Schools have \$100,000 to spend and we cannot go above the \$80 million cap. Presentation to the Cabinet was displayed to TAC showing the various projects and work streams for planning and implementation of the bond deployment. Completion of the implementation is targeted for a 3 year period. There will be meetings with all of the schools so that they are aware of the design and what they should expect for each of their schools. Currently the district is in the Pilot Phase and Planning Stage of project implementation. Work streams include: (1) Procurement, Contract, and Vendor Management, (2) Academic (this piece is still being developed), (3) Network Infrastructure Project, (4) School Wireless Access Upgrade, (5) District – wide Devices Refresh/Adds & Classroom Technologies Initiative, (6) Teacher and Support Staff Professional Development (Talent Development) and then there is the technical piece (I & T supported), (7) Service Desk and Customer Support – enhance incidence management and ticket resolution, (8) Monitoring and Reporting – being transparent in how we are using the bond money through a website to show progress on each of these initiatives.

Schools should be at a 3.5 computer/student or better ratio at the end of the three year implementation.

6. Computer RFP – Angela Coluzzi

We are making the recommendation to reject all proposals and based upon the time limit and curriculum demand needs we are making the recommendation. In the interim we are using the “piggy back” approved at the last Board meeting. We are hoping that at the February Board meeting we will know more about the purchasing of Macs.

Items that were selected by the schools from the “Send Your Tax Dollars to School” money have been ordered after the last Board meeting.

Future Meeting Dates for 2014-2015

Second Monday of each month (for the most part) at 2:30 p.m. at BECON

~~October 6, 2014 – Monday October 13 is a holiday.~~

~~November 10, 2014~~

~~December 8, 2014~~

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Dial-In Information

Phone Dial in - 754-322-0019

H.323 Dial in - 20019

SIP Dial in - 20019@browardschools.com (ie. Movi)

TECHNOLOGY ADVISORY COMMITTEE

February 09, 2015

BECON - 6600 SW Nova Drive in Davie

MGM Room

2:30 p.m.-4:00p.m.

Meeting Minutes

In attendance: Angela Coluzzi, Myra Burden, Chuck Griffin, James Williams, Jeanine Gendron, Randy Stephen, Dale Spear, Jeanne Dishowitz, Denise Vajanc, Zak Barbarosh, Marta Lacasse, Phillip Dalanchinsky, Lewis Jackson, Daryl Diamond, Kelvin Lee, Judy Terboss, Beth Anne Carr, Lisa Bruns, Carol Saponaro, Jarred Suggs, James Williams, Doug Pearce, Ed Hine, Gigi Forsman, Lora Eckler, Latoya Clark, Veronica Sciafani

- 1. Welcome –Beth Anne Carr, TAC Chair**
- 2. Approval of January 12, 2015 minutes – Approved**
- 3. eRate RFP – Doug Pearce**

Cycle of creating, posting, and evaluating is completed and has been legally reviewed and the vendors are returning signed contracts by 2/18. The RFP is going to go to the Board to ask for the spending authority of 145 million over the next 5 years. It is imperative that this be in place so that we can reap the discounts of this federally funded support. The winning vendors: (1) JDL for network equipment, (2) AT & T for telecommunication, and (3) Universal Cabling for the cabling component.

4. Student Advantage- Doug Pearce

5 copies of Microsoft Pro to students at no cost as of February 17th. Packets of flyers have left I & T courtesy of Microsoft and are being sent to the schools. On February 17th browardschools.com will have the logo for students to click on to download these free licenses. You can also link mobile versions to Androids therefore it is actually more than 5 copies. This will be released to staff after I & T can iron out a wrinkle, which is that Outlook is not working accurately. So there will be a different link for staff to download at a later date. When Active Directory says that a student is not a student anymore, the application will allow you to read what is already on your computer, but not create new documents.

I & T will help students if there is a glitch with Active Directory. But there is no expectation for this to become an issue. Students just need to know their student number.

5. Apple Contract

Goes tomorrow for discussion and approval to a special school board meeting. Hopefully it will go through if there are no delays or issues. It will still require a one-page waiver that will not be too cumbersome to ensure that we are being responsible and used during audits. The waiver should be processed within one day.

6. Computer RFP

Has not gone out yet because we are having the last Gartner meeting tomorrow. Trying to get a third party input so we can present a final document to the District that will be beneficial.

7. Digital Classroom Plan Update

February 3rd the Digital Classroom Plan went to the Board for approval and was deferred until the February 18th meeting. Specifically, we did not state any student performance targets since we are moving from the FCAT to the FSA and we do not have baseline data. Also, there were questions regarding the Teacher Integration Matrix (TIM) and how we are going to move teachers from Entry level through Transformational level on the matrix. Also asked was how this plan relates to the Bond. There was also confusion between the Plan having a goal of 2:1 with computers, where the Bond is saying 3.5:1. So the question was, which is it? The Board did not realize that there are other avenues for money to get us to a 2:1 by the end of 2018.

Recommendation to have an explanation to the Board that it takes up to 5 years to move teachers across the TIM so that they have a better understanding of the matrix. Also to give concrete examples of how purchases in Title 1 schools can help meet the 2:1 ratio.

8. Internet and Web Advertising Contract – Ed Hinline

On February 18th there is an item going to the Board regarding school websites. Five years ago a contract was gone into with a company called School Website Solutions. It was a voluntary program for schools to create websites and was based initially on advertising revenues. There are 168 schools (seven of which have teacher websites attached to the school's website), 2 departments and 7 Board member sites using the solution currently. There was a plan to move these schools, department, and people into the Broward Schools Content Management System but we ran into some issues with this transfer, specifically when the Bond was out and we did not want to lose communication mechanisms. Now we are in the process of getting the schools moved over, but we ran out of time with the contract with School Website Solutions as the contract ends March 1st.

So a new contract with School Website Solutions will go to the Board as a stop gap at a charge of \$25 per month per school paid for by Information and Technology until we can move all schools over to Broward Schools Content Management System. Goal is to move 15 schools per month out of School Website Solutions into Broward Schools Content Management system. Contract with School Website Solutions is for a 3-year period to enable enough time to transfer over. Some of the schools have teacher websites that will also need to be switched over to Broward Schools.

First group to be converted will be the Board member sites because they are the easiest. Then schools will be contacted to see which want to make the transition with schools that are proficient.

Schools never received any of the money from the advertising.

Recommendation to move forward with this item to the Board.

9. Lenovo – Lora Eckler

Track pad – large number of outdated drivers that need to be updated. Pushed the update through LANDesk specifically the D5 schools to see whether or not this minimizes the concerns with the track pad. The decision was made to purchase mice at \$8/mouse.

LANSchool – Lenovo has been providing free to all Lenovo student devices. Started with the elementary schools but is now moving to middle and high school. It is a classroom management screen so that instructors can make sure that students are on task, send out messages to the students, and make sure that students are behaving appropriately. You can also push out a PowerPoint or a video so that students can use their own screen rather than large screen in the classroom.

Are there more hardware/software calls regarding Lenovo support calls versus having the Macs at the school? Industry average is 12.5% year one, Lenovo is at a 2.5% failure rate. Repair tickets have gone down. Students are the hardest on the equipment than any other group.

10. Adjourn

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