

February 7, 2005

Business Operations
Ofelia San Pedro, Deputy Superintendent

SUBJECT: THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, AUTHORIZE THE SUPERINTENDENT TO SELECT, PURCHASE AND IMPLEMENT SOFTWARE TO AUTOMATE THE SCHOOL BOARD MEETING AGENDA PROCESS

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

The current School Board meeting agenda process for Miami-Dade County Public Schools (M-DCPS) is completely paper-based and manual in nature. We currently publish ninety copies of the agenda each month. An automated, paperless agenda application would eliminate thousands of dollars in paper costs and reduce the amount of time spent preparing board agenda. We are requesting authorization to evaluate, select, purchase, and implement a product to automate this labor and paper intensive process.

We will be evaluating products that have the following features:

- Allow departments to create agenda items in electronic form via a web based interface
- Routes agenda items for approval through a District defined approval chain
- Permits attachment of supplemental material in electronic form
- Automates posting of agenda items for public viewing
- Availability of electronic voting on agenda items
- Permits Board Members to search all previous meetings for related Board items
- Permits Board Members to make personal notes on each document for their own reference during meetings.

This software will make the agendas and their corresponding attachments available to the staff, board and community in a more expeditious manner.

As part of this selection process, Information Technology and senior staff have reviewed four leading agenda automation products that are in use in other school districts. We have determined that two of these products have features and utilize design technology consistent with District requirements. It is our plan to provide demonstrations of both products to Board members during the month of February 2005. Upon selection of a preferred product by the Board, we will begin the work flow analysis, implementation, and training. It is anticipated that the Board will be able to utilize this new software for the May 2005 Board meeting.

We anticipate that by using such software, both the Board and administration can reduce their time spent on the agenda process from days to hours. The District will no longer need to produce the volumes of paper documents that are required for each Board meeting. However, the ability to produce a paper agenda will still be available. It is estimated that this software will cost the District \$130,000 or less. This includes laptops for the Board members and network wiring of the auditorium and the School Board conference room (726B).

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to select, purchase and implement software to automate the agenda process.