Dr. Dorothy Bendross-Mindingall, Board Member

SUBJECT: EXPLORE THE FEASIBILITY AND COST ASSOCIATED WITH IMPLEMENTING A MANAGEMENT SYSTEM AND DATABASE FOR APPLICABLE MIAMI-DADE COUNTY PUBLIC SCHOOL DOCUMENTS AND/OR FORMS

COMMITTEE: ACADEMICS, EVALUATION AND TECHNOLOGY

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

Miami-Dade County Public Schools utilizes various agreements, applications, as well as reporting documents and/or forms, both internally and externally. The aforementioned documents and/or forms are utilized by parents, students, employees, as well as outside organizations and companies. Currently, over fifty forms appear when searching the keyword "Agreement" on the MDCPS forms website. Amongst these forms are facility, internship, and affiliating agreements, as well as numerous others. These forms are utilized by several departments and in certain instances must be reviewed and/or approved by multiple departments. As a result, proper execution, efficient storage/retention, as well as proper cataloging of this information is critical and can supply valuable information to MDCPS.

Creating a centralized system for these documents and/or forms will provide numerous benefits to MDCPS, including but not limited to, the following:

- **Easy Access to Completed Documents and/or Forms:** Currently, various departments, school sites, etc. store hard copies of certain documents and/or forms. A centralized system will allow MDCPS to store and organize these records in an easily accessible, centralized repository.

- **Possible Reduction in Cost and Increased Efficiency:** Having a centralized management system for documents and/or forms will provide sorting and searching functionality to quickly locate necessary documents. Having a catalog system of agreements will decrease or prevent lag time for finding previously entered agreements, which can increase efficiency. In addition, it will help determine whether MDCPS has multiple agreements with a single entity, which could help diversify programming and proportionality spread resources.

- **Locate Data Quickly:** A singular location for information on programs, organizations, facility usage, location of services and a host of other queries will allow parents, students, instructional and administrative staff to quickly access information. The proper system will allow individuals to pull out the key agreement terms and fields for quick viewing.

H-18

- **Tracking Important Dates:** A efficient tracking system will decrease any lapses in agreements by properly notifying the proper parties of renewal dates, updated terms, etc.

As one of Miami-Dade County's largest governmental entities, MDCPS processes a high volume of agreements, applications, as well as reporting documents and/or forms. With such a high volume of documents and/or forms being handled by various departments and individuals, it can generally lead to an inefficient and fragmented processes, as well as an inability to efficiently locate information. The implementation of a centralized database for applicable documents and/or forms will reduce the possibility of the aforementioned occuring.

ACTION PROPOSED BY
DR. DOROTHY BENDROSS-MINDINGALL:

That The School Board of Miami-Dade County Florida, authorize the Superintendent to:

(1) Determine the applicable documents and/or forms currently utilized by MDCPS that can be filled out and submitted online by students, parents, instructional and administrative staff, as well as by outside organizations and/or companies, including but not limited to, affiliating agreements and facility use agreements, which will allow for information to be properly centralized and cataloged;

(2) Explore the cost and feasibility of incorporating a centralized management system for documents and/or forms, including but not limited to, affiliating agreements an facility use agreements; and

(3) Explore whether an implementation program/plan needs to be created that will allow for the gradual increase of documents and/or forms that can be filled out and submitted online, including but not limited to, a timetable for completion, documents and/or forms to be included in each phase of the program/plan, and key data that will be capable of being retrieved.