

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 M-DCPS 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 M-DCPS.

Creating a centralized system for these documents and/or forms will provide numerous benefits to M-DCPS, 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 M-DCPS 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 forms will decrease or prevent lag time for finding previously entered forms, which can increase efficiency. In addition, the information gathered, could help diversify programming and proportionality spread resources.
- **Locate Data Quickly:** Initially, this system will provide a method to locate forms electronically. Long-term, a singular location for information on programs, organizations, facility usage, as well as 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.

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- **Tracking Important Dates:** Long-term, this system can assist in increasing our ability to efficiently track important dates, which will decrease any lapses in sending correspondences, information, as well as properly notifying the proper parties of renewal dates, updated terms, etc.

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As one of Miami-Dade County's largest governmental entities, M-DCPS 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 occurring.

This process should be gradual. Initially, our goal can be to make all M-DCPS forms fillable (i.e. the ability to electronically type and submit information into a document and/or form). Next, we can determine the programs are available that will allow us to collect the information that is transmitted onto our forms. Eventually, this will allow M-DCPS to store the information provided and form a database and/or tracking system that can be utilized by the various M-DCPS departments and employees, which can increase efficiency. Ultimately, this system should streamline processes for our students, parents and community, as well as provide access to important information.

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**ACTION PROPOSED BY
DR. DOROTHY BENDROSS-MINDINGALL:**

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

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2. Explore the cost and feasibility of incorporating a centralized management system for documents and/or forms, including but not limited to, affiliating agreements and facility use agreements, that will allow M-DCPS documents and/or forms to be fillable online, extract information provided, form useful databases and/or tracking systems, improve storage/retention, as well as any other applicable/necessary functions that will allow for increased efficiency and effectiveness with current and future systems; and

3 Create a gradual implementation plan to include but not limited to, a timetable for completion, documents and/or forms to be included in each phase of the plan, key data that will be capable of being retrieved, and costs associated with each phase. This plan should allow for the gradual increase of documents and/or forms that can be filled out and submitted online, which will allow for information to be collected, as well as properly centralized, tracked, cataloged and stored. In addition, the plan should include method(s) for individuals without computer access to have their information inputted into the system.

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