

**Technology Advisory Committee**

**A BROWARD COUNTY SCHOOLS TECHNOLOGY ADVISORY COMMITTEE  
SHALL BE ESTABLISHED.**

A. PURPOSE

The Technology Advisory Committee (TAC) will:

- Provide strategic input, advice, assistance and recommendations in the procurement ~~and implementation~~ of technology.
- Ensure alignment with The School Board of Broward County, Florida’s Mission and Goals along with all documents that govern the use of technology in The Broward County Public School (BCPS) system.
- Maintain strategic relationships/communications with all BCPS departments and divisions involved in systemic technology related initiatives and procurements, as identified in district flowcharts.
- Play a significant role in the planning, ~~implementation,~~ and evaluation of current and new technology initiatives, especially those related to all documents that govern the use of technology in BCPS (i.e. District Technology Strategic Plan) in order to provide recommendations to The School Board of Broward County, Florida.

B. MEMBERSHIP

1. Membership of the Technology Advisory Committee (TAC) shall be as follows specified in the Technology Advisory Bylaws.

a. Voting Membership

i. The Committee shall be representative of the ethnic and gender diversity of the school’s/district’s student population. All members should have an expertise in technology and its uses and issues related to technology. The requirement of “expertise in technology” shall be satisfied as set forth below:

A. ~~13 ETS~~ Information ~~and~~ Technology representatives will be elected/appointed by Information and Technology ~~ETS~~

— ~~1 District Technology Standards Committee representative will be elected/appointed by the Standards Committee.~~

B. ~~1 BECON~~ Office of Communications representative will be elected/appointed by ~~BECON~~ the Office of Communications.

- C. 1–Supply Management & Logistics Procurement & Warehousing Services representative will be elected/appointed by SM&L Procurement & Warehousing Services.
- D. ~~3~~21 Curriculum Office of Academics representatives will be elected/appointed by Curriculum and Instruction Office of Academics.  
—1 Instructional Technology representative will be elected/appointed by Instructional Technology.
- E. 1–Facilities & Construction Management representative will be elected/appointed by Facilities & Construction Management.  
—3 Area Instructional Technology Specialists. One from each Area Office will be appointed.
- F. 3-Teacher representatives. (~~Each Area Office~~Office of School Performance and Accountability (OSPA)The four (4) Level Chairs will be jointly responsible for electing /appointing the teachers for this representation.)  
—1 High School  
—1 Middle School  
—1 Elementary School  
—1 Technical college  
—1 Center
- G. 1–Talent Development Professional Development Standards and Support HRD representative will be elected/appointed by Professional Development Standards and Support Talent Development HRD.  
—1 Enterprise Resource Planning (ERP) representative will be elected/appointed by ERP.
- H. 2–Union representatives. Two representatives ~~One from the Broward Teachers Union (BTU) Education Professions (BTU EP) and one from Broward Teachers Union Technical Support Professionals (BTU TSP) will be elected/appointed by BTU.~~ will be elected/appointed by BTU. These representatives should be from different organizational units within BTU.
- I. ~~6~~3–School District Administrators or designee(s) (Office of School Performance and Accountability (OSPA) will be responsible for electing/appointing the administrators for this representation.) consisting of the following where OSPA each Area Office selects two administrators:  
—1 High School  
—1 Middle School  
—1 Elementary School  
—1 Technical School College  
—1 Center  
—1 Adult Community School
- J. 9–Board member representatives. Each Board Member will appoint one representative.
- K. 1–Diversity Committee representative will be elected/appointed by the Diversity Committee.  
—1 Business representative will be appointed by the Broward County Alliance.

~~—County Government (preferably in the technology area) representative will be appointed.~~

~~—1 Higher Education representative will be selected/appointed by the Broward County Educational Consortium.~~

L. -54 District Advisory/Parent Representatives consisting of the following where each organization has the responsibility of electing/appointing its representative:

a. 1-District Advisory Council representative

b. 1-Exceptional Student Education Advisory Council representative

c. 1-English Speakers of Other Languages Leadership Council representative

d. 1-Gifted Advisory Council representative

~~—1 Broward County Council Parent Teacher Association representative~~

M. -2 - Studentss with strong technology background will be chosen/elected/appointed by Student Government.

N. 1 – Safety and Security representative appointed by the Division of Safety and Security.

b. Non-Voting Membership

i. In addition to the Committee’s voting members:

ii. ~~1 Executive Leadership Team member~~ The Chief Information Officer or designee shall attend all TAC General Meetings in a non-voting capacity.

iii. ~~2~~ One non-voting senior staff person or designee, who will work with the Chair on setting the agenda and conducting the business of the Committee.

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~~3 Parliamentarian, a non-voting member, shall be a part member of the committee. The staff member assigned to the committee shall be trained in parliamentary procedures and serve as parliamentarian when deemed necessary.~~

c. Term of Membership

i. Length of Term: **No term limits shall be imposed upon any individual’s service as an appointee or member of the TECHNOLOGY ADVISORY COMMITTEE.** Technology Advisory Committee members shall be elected/~~and/or~~ appointed for one (1) year and may be elected/~~and/or~~ appointed for additional terms as per policy 1.7. ~~Members nominated by the various selection/source groups should have an expertise in technology and its uses and issues related to technology.~~ A term shall begin July 1 and end on June 30 of the following year or as directed by School Board Action. Each designated group listed in Section 1 (Voting Membership) shall elect or appoint its representative to this Committee no later than August 31st of the current year.

~~Members of the Technology Advisory Committee should attend meetings on a regular basis. A member will be removed from membership after three(3) consecutive or 4 absences in one calendar year from properly noticed meetings.~~

ii. Any member may resign by filing a written resignation addressed to the Chair of the Technology Advisory Committee.

iii. Any vacancy of the Technology Advisory Committee shall be filled for the remainder of the unexpired term through appointment/election, by the electing/appointing body or agency which member represents.

~~All members shall abide by the “Conflict of Interest Policy” as described in the Technology Advisory Committee Policy # 5306.1, Section B, Paragraph 6.~~

~~d. Each new member shall receive training on the Committee’s history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff, Sunshine Laws and Public Records Act and Robert’s Rules of Order as stated in policy 1.7.~~

~~Acknowledgement: Each member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct, abide by the Nondiscrimination Policy Statement (4000.1) and actively support the mission, purpose, and related Committee and School Board Policy statements. In addition, the statement will acknowledge that the member has received staff training on Robert’s Rules of Order, Newly Revised, the Florida Sunshine Laws, Public Records Act, and School Board Policies that affect the Committee’s functions. (See Appendix #1 Broward County Public Schools’ District Committee Training Acknowledgement Statement)~~

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2. The Technology Advisory Committee TAC will elect Chair from the full TAC membership to a term of one (1) year. ~~The Chair is to be a non school based employee~~ Every effort will be made to select a non-SBBC employee as Chair.

3. ~~Executive Leadership Team member~~ The Chief Information Officer or appointee, at Director level or above, shall attend all TAC meetings in a non-voting capacity.

4. Technology Advisory Committee members shall be elected/appointed for one (1) year and may be elected/appointed for additional terms. ~~Members nominated by various selection/source groups should have an expertise in technology and issues related to technology.~~ Appointment of School Board member representatives to TAC shall follow School Board Policy 1.7.

4.5. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. A majority of the membership of the Committee (50% plus one) constitutes a quorum. An official quorum of committee members must be physically present at the meeting location for the committee to conduct official business. Individuals participating from remote locations through the use of technology may not be counted for the purpose of establishing a quorum for the committee to conduct official business. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. A quorum for the Technology Advisory Committee constitutes the equivalent of more than half (50% plus one) of the voting members physically present in the meeting.

~~5. Any member may resign by filing a written resignation addressed to the Chair of the Technology Advisory Committee. Any vacancy of the Technology Advisory Committee shall be filled for the remainder of the unexpired term through election/appointment, by the electing/appointing entity.~~

~~6. Conflict of Interest Policy: Any possible conflict of interest on part of any Member must be disclosed to the Technology Advisory Committee and made a matter of record. A conflict of interest is defined as a direct, indirect or perceived interest, usually financial, in any outside entity, which may affect or be interpreted as affecting a Member's judgment or conduct in matters which impact the Technology Advisory Committee's business.~~

~~Any Member having a conflict of interest or possible conflict of interest on any matter shall disclose the conflict and shall not vote on the matter. The minutes of the meeting shall reflect that a disclosure was made and an abstention from voting.~~

~~The Member should limit his or her participation by briefly stating his or her position in the matter and answering pertinent questions of other Members since his or her knowledge may be of great assistance concerning the matter at hand. It is not the intent of the policy to exclude those Members who provide services of great importance and/or value or to be prevented from participating as an active member of the Technology Advisory Committee.~~

~~All new Members must be advised of this policy at their first meeting of the Technology Advisory Committee and they will be required to acknowledge that they have read and received a copy of the committee's Policy and By-Laws.~~

~~7.6. Each Committee member must sign a Conflict of Interest form prior to serving on the Committee.~~

~~8. All members of TAC shall be officially approved by The Broward County School Board.~~

## C. DUTIES

The Technology Advisory Committee will:

1. Provide strategic input, advice, and assistance in the procurement ~~and implementation~~ of technology in accordance with the School and District Technology Usage Policy (5306).
2. Receive feedback about the acceptance (or non acceptance) of all its recommendations, and the need for possible revisions, from the ~~Executive Leadership Team member~~ Chief Information Officer, within a specified time established by TAC.
3. Play a strategic role in district and department processes, and will be positioned in the district's flowcharts regarding technology initiatives.
4. Be actively involved in the planning for existing and new systemic technology initiatives especially those related to all documents that govern the use of technology

in BCPS (i.e. District Technology Strategic Plan). This will include planning for the modification of the documents that govern the use of technology in BCPS (i.e. District Technology Strategic Plan), and ~~to plan for the next five to 10 years align to the timeframe of the Broward County Public School District Strategic Plan.~~

5. Develop an annual report of the accomplishments of its current goals, and provide projected goals for the following year. These goals will align with both the District Strategic Plan and District Technology Plan. ~~The Superintendent's District Technology Oversight Committee will provide direction, monitor goals, and provide feedback on recommendations. The TAC shall report to the Technology Oversight Committee on an as needed basis.~~
6. Act in an advisory capacity only and will not conflict with any of the powers and duties reserved by law, policy, or administrative guidelines to the School Board or Superintendent of Schools.

#### D. MEETINGS and ATTENDANCE

1. The Technology Advisory Committee shall meet regularly once each month during the school year.
2. The Technology Advisory Committee must conduct meetings in accordance with the Florida Sunshine Law and Roberts Rules of Order, Newly Revised.
3. Any member who misses three (3) consecutive meetings or four (4) absences in one calendar year shall be removed from TAC. The individual/group that originally appointed/elected the affected member shall appoint/elect a replacement to the TAC.
4. All Technology Advisory Committee meetings must be scheduled and officially advertised in advance.
5. Special meetings shall be scheduled at least three (3) calendar days in advance.

~~5.6. Minutes will be recorded, maintained, and available for to the public review.~~

Authority: F.S. 1001.41 (1) (2)

Policy Adopted: ~~08/03/2010~~