

**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 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 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.

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. 1–Information & Technology representative will be elected/appointed by Information and Technology
  - B. 1–Office of Communications representative will be elected/appointed by the Office of Communications.
  - C. 1–Procurement & Warehousing Services representative will be elected/appointed by Procurement & Warehousing Services.
  - D. 2–Office of Academics representatives will be elected/appointed by Office of Academics.
  - E. 1–Facilities & Construction Management representative will be elected/appointed by Facilities & Construction Management.

- F. 3-Teacher representatives. (The four (4) Level Chairs will be jointly responsible for electing/appointing the teachers for this representation.)
- G. 1–Professional Development Standards and Support representative will be elected/appointed by Professional Development Standards and Support.
- H. 2–Union representatives. Two representatives from the Broward Teachers Union (BTU) will be elected/appointed by BTU. These representatives should be from different organizational units within BTU.
- I. 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.)
- 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.
- L. 4–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
- M. 2 - Students will be 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. The Chief Information Officer or designee shall attend all TAC General Meetings in a non-voting capacity.
- iii. 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.

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/appointed for one (1) year and may be elected/appointed for additional terms as per policy 1.7. 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.

- 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.
- d. Each new member shall receive training as stated in policy 1.7.
2. The Technology Advisory Committee will elect Chair from the full TAC membership to a term of one (1) year. .
3. 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. Appointment of School Board member representatives to TAC shall follow School Board Policy 1.7.
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 quorum for the Technology Advisory Committee constitutes the equivalent of more than half of the voting members physically present in the meeting.
6. Each Committee member must sign a Conflict of Interest form prior to serving on the Committee.

#### C. DUTIES

The Technology Advisory Committee will:

1. Provide strategic input, advice, and assistance in the procurement 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 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 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.
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.
6. Minutes will be recorded, maintained and available to the public.

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

Policy Adopted: