

Technology Advisory Committee

A BROWARD COUNTY SCHOOLS TECHNOLOGY ADVISORY COMMITTEE SHALL BE ESTABLISHED.

A. PURPOSE

The Technology Advisory Committee 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 specified in the Technology Advisory Bylaws.
2. The 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.
3. Executive Leadership Team member 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.

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. 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, 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.
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 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.

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

Policy Adopted: 08 /03 /2010