

**Re: Focus Questions**

1 message

Broward DAC <districtadvisorycouncil@gmail.com>

Mon, Nov 11, 2024 at 1:38 PM

To: "Emily M. Coppa" <emily.coppa@browardschools.com>

Cc: Nathalie Lynch-Walsh <nathalie.lynch-walsh@nathalielynchwalsh.onmicrosoft.com>, District Advisory Council <DACGeneralCommittee@browardcountyschools.onmicrosoft.com>, Manuel Castaneda <manuel.castaneda@browardschools.com>, Shelly Navarro Winter <shelly.winter@browardschools.com>, Broward DAC <districtadvisorycouncil@gmail.com>, South Area Advisory Council <browardsoutharea@gmail.com>, Brie-Anne Pendlebury <brie-anne.pendlebury@browardschools.com>, Midge Royer <midgeroyer@gmail.com>, Lin Ferrara <linferrara39@gmail.com>, North Area Advisory <northareaadvisory@gmail.com>, Dee Defoe <caac.chair@gmail.com>, Pamela Taylor <managerofthelobby@gmail.com>, Jacqui Luscombe <ese.chair@gmail.com>, Broward Gifted Advisory Council <browardcountygac@gmail.com>, Angela Villegas <angela_vc@hotmail.com>, Narnike Pierre-Grant <narnike@hotmail.com>

Ms. Coppa

Thank you for all the Focus information. I'm copying the DAC Steering group so they have the information as well. We will circle back with any additional questions or concerns no later than 12/5/24 following the DAC steering meeting.

Nathalie Lynch-Walsh, Ph.D.
DAC Chair

On Fri, Nov 8, 2024 at 3:20 PM Emily M. Coppa <emily.coppa@browardschools.com> wrote:

Good afternoon,

Correct, the walk through will be of the back to school forms. I can't speak to the specific data needed for the school improvement plans however, all ESE functions are housed in Focus so the data is available. Focus serves as the database and tool for hundreds of student data related functions. We have an internal Canvas course that is maintained by PITAC (in the IT Division) that houses copious amounts of documentation on the technical processes/steps of completing various functions in the system. However, the larger SOP and/or best practice guidance will come from the associated department. For example, we have documentation that shows how to enter ELL data into the system, but the process for collecting and using the data would come from the ELL department.

Emily

Emily Coppa

Director, Data Intelligence – Task-assigned
Information Technology Division
Broward County Public Schools

From: Nathalie Lynch-Walsh <nathalie.lynch-walsh@nathalielynchwalsh.onmicrosoft.com>**Sent:** Thursday, November 7, 2024 4:59 PM**To:** Emily M. Coppa <emily.coppa@browardschools.com>**Cc:** District Advisory Council <DACGeneralCommittee@browardcountyschools.onmicrosoft.com>; Manuel Castaneda <manuel.castaneda@browardschools.com>; Shelly Navarro Winter <shelly.winter@browardschools.com>**Subject:** RE: Focus Questions

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Will add you to the top of the agenda. Please confirm the live walk through is for the back to school forms.

I will work on putting together a list of concerns in addition to the back to school forms. Last night a question was raised about whether or not ESE data needed to inform school improvement plans was available in Focus.

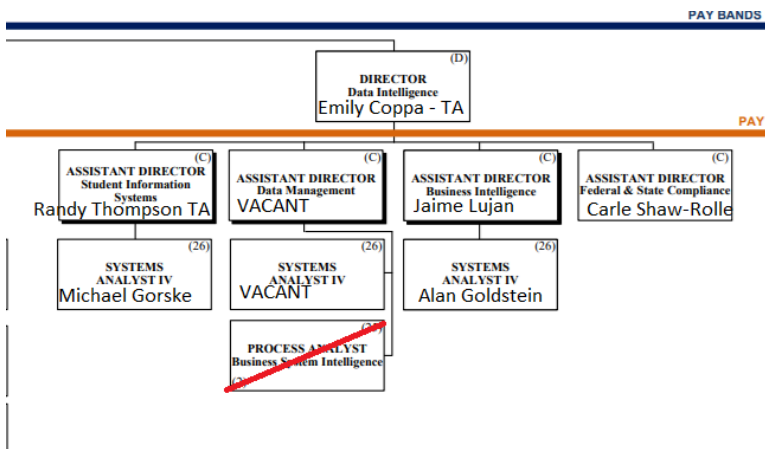
It looks like we need to request school-based standard operating procedures from Teaching & Learning. Are there District-level standard operating procedures and process flow charts for the different Focus functions?

From: Emily M. Coppa <emily.coppa@browardschools.com>
Sent: Thursday, November 7, 2024 4:25 PM
To: Nathalie Lynch-Walsh <nathalie.lynch-walsh@nathalielynchwalsh.onmicrosoft.com>
Cc: District Advisory Council <DACGeneralCommittee@browardcountyschools.onmicrosoft.com>; Manuel Castaneda <manuel.castaneda@browardschools.com>
Subject: RE: Focus Questions

Good afternoon,

I will be in attendance on 12/11/24. If you are able to put me at the beginning of the meeting, I would appreciate it. We will do a live walkthrough but with fake student data. As for the school-based roles, I'm thinking our regional Directors can speak to the various school-based positions and how they are utilized throughout the district. In general, almost all school staff engage with Focus to some degree. The roles that interact the most are likely the School Admin, IMT/IMS, Registrars, School Counselors, ESE Specialists, and Teachers. The School Counselors, ESE Specialists, and Teachers have the most consistent interactions. The School Admin and clerical staff (IMT, Registrar, etc.) are the staff that likely vary the most based on school.

Please see org chart with names below. The Process Analyst is no longer on the department's staffing roster.



Please let me know if you have any other questions.

Thank you,

Emily

Emily Coppa
 Director, Data Intelligence – Task-assigned
 Information Technology Division
 Broward County Public Schools

From: Nathalie Lynch-Walsh <nathalie.lynch-walsh@nathalielynchwalsh.onmicrosoft.com>
Sent: Thursday, November 7, 2024 1:44 PM
To: Emily M. Coppa <emily.coppa@browardschools.com>
Cc: District Advisory Council <DACGeneralCommittee@browardcountyschools.onmicrosoft.com>; Manuel Castaneda <manuel.castaneda@browardschools.com>
Subject: RE: Focus Questions

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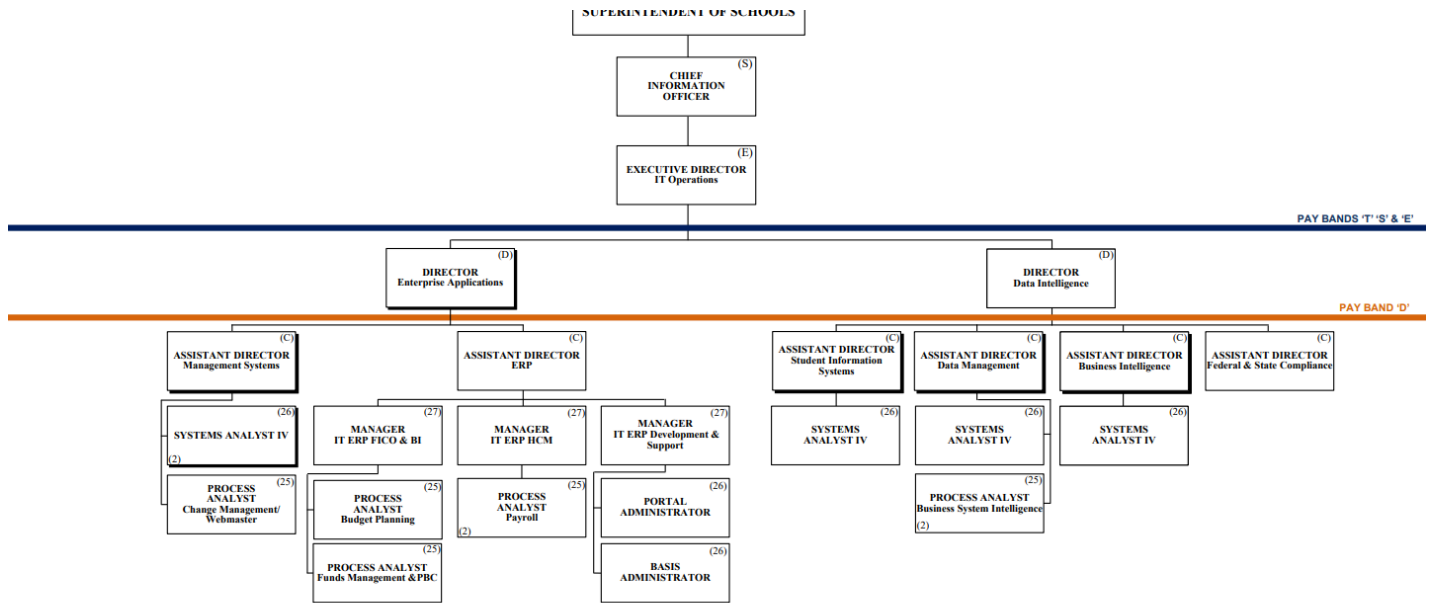
Ms. Coppa

Thanks again for your response. Please plan on attending the December meeting. The meeting will be on 12/11/24 at 6:15 p.m. – approx. 9:00 p.m. at KCW. We can start your topic at the beginning of the meeting or at a specific time certain—please let me know which works best.

Would you please clarify what you meant by “We will have a demonstration student set up to do a walkthrough at the meeting?” We are expecting a live walkthrough of the forms. While the video is helpful, it is not comprehensive enough to be a substitute.

As for the School-based SIS roles, is there a District point person who can speak to the topic?

Finally, is it possible to have the names you provided populated into the IT organizational chart below? There may be other boxes not captured in this screenshot.



Thanks again.

Nathalie Lynch-Walsh, Ph.D.

DAC Chair

954-383-1262

From: Emily M. Coppa <emily.coppa@browardschools.com>
Sent: Tuesday, November 5, 2024 12:35 PM
To: Nathalie Lynch-Walsh <nathalie.lynch-walsh@nathalielynchwalsh.onmicrosoft.com>
Cc: District Advisory Council <DACGeneralCommittee@browardcountyschools.onmicrosoft.com>; Manuel Castaneda <manuel.castaneda@browardschools.com>
Subject: RE: Focus Questions

Good afternoon Dr. Lynch-Walsh,

It was lovely speaking with you yesterday. My apologies for the delay, yesterday got away from me. I will be touching base with the vendor about regarding parents ability to re-access the forms after submission. At the very least, we will ensure there is an accessible copy of the submitted forms for parents to refer to. I did locate the two areas that require forms to be printed and returned. The first is the Library Materials Opt Out and the second is the Life Skills and Wellness Discussion Opt Out (see images attached). We will reach out to the departments that oversee those forms for clarity on why the forms are to be printed and submitted versus utilizing the digital platform. Additionally we will get clarity on who the printed forms should be returned to.

Once you confirm the meeting you would like us to attend, please let me know so I can assure someone from our team will be there (hopefully I will be able to attend). We will have a demonstration student set up to do a walkthrough at the meeting. In the meantime, here is a video that showcases a walkthrough of the forms <https://app.screencastify.com/v3/watch/NflrYkgEPsS1HS4OrO0>.

Lastly, below is a list of the leadership team for the Data Intelligence department and brief description of each person's function. As far as school based roles go, that is outside of the purview of IT. My understanding each school sets up their staff roles/responsibilities a little different as it relates to SIS functions depending on a variety of factors including how much staff they have and each staff members experience and knowledge. The IT/Data Intelligence leadership structure is:

Data Intelligence – Focus and Clever system administration, State Reporting and Compliance

- Executive Director – Manuel Castaneda
- Director (task-assigned) – Emily Coppa
 - Overall department management
 - Strategic planning
 - Focus Project Director
- Assistant Director – Jaime Lujan
 - Business Intelligence
 - Data Analytics
 - FTE Compliance/Reporting
- Assistant Director – Randy Thompson (task-assigned)
 - Technical lead for Focus and Clever
 - System Integrations
- Assistant Director – VACANT
 - Academic process liaison for traditional public schools
 - School-based support for traditional public schools
 - Scheduling
 - Data entry
 - Teacher processes
- Assistant Director – Carle Shaw-Rolle
 - Academic process liaison for non-traditional public schools and charter schools
 - School-based support for non-traditional public schools and charter schools
 - Scheduling
 - Data entry
 - Teacher processes

PITAC- training and adoption

- Executive Director – Matthew Bradford
- Director – Daryl Diamond

Technology Support Services – tier 1 support

- Executive Director – Matthew Bradford
- Director – Maximo Rosario

If you have any additional questions, please let me know.

Emily

Emily Coppa

Director, Data Intelligence – Task-assigned
Information Technology Division
Broward County Public Schools

From: Nathalie Lynch-Walsh <nathalie.lynch-walsh@nathalielynchwalsh.onmicrosoft.com>

Sent: Monday, November 4, 2024 2:30 PM

To: Emily M. Coppa <emily.coppa@browardschools.com>

Cc: District Advisory Council <DACGeneralCommittee@browardcountyschools.onmicrosoft.com>; Manuel Castaneda <manuel.castaneda@browardschools.com>

Subject: RE: Focus Questions

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Ms. Coppa

Thank you for the phone call. I spoke with the IMT at Western and she can't see the forms either. So I'm not sure how to resolve the mystery consent form issue. Maybe my child will let me know she participated in something I never consented to when it happens.

As we discussed, the December and January DAC dates are 12/11/24 and 1/8/25, respectively. I am leaning toward the December date to ensure there is enough time for the issues to be resolved before the end of the school year. This would also create time for feedback on the improvements made and ensure a much improved experience for parents in August 2025.

As I mentioned on the phone, doing a live walk through of the Back to School Forms would be the best way to ensure you have the most specific feedback from the group.

We also talked about you providing a department organizational chart so we can understand the process from the District perspective. In addition, I think I'd be prepared to explain the school-based roles. Are there District-level and school-level SOPs that could be forwarded prior to the meeting?

We will put together a list of other Focus issues/questions/concerns and send in advance.

Thank you.

Nathalie Lynch-Walsh, Ph.D.

DAC Chair

954-383-1262

From: Emily M. Coppa <emily.coppa@browardschools.com>

Sent: Monday, November 4, 2024 12:13 PM

To: Nathalie Lynch-Walsh <nathalie.lynch-walsh@nathalielynchwalsh.onmicrosoft.com>

Cc: District Advisory Council <DACGeneralCommittee@browardcountyschools.onmicrosoft.com>; Manuel Castaneda <manuel.castaneda@browardschools.com>

Subject: FW: Focus Questions

Good afternoon Dr. Lynch-Walsh,

My apologies for the delay, I was out of the office on Thursday and Friday. Please let me know the dates of your December and January meetings so we can coordinate having a representative from our team attend. I will do some research on the form within the Back to School forms on Focus that couldn't be signed electronically. Once I identify the form, I'll touch base with the department connected to that specific form to determine if an electronic signature is an option for next year.

Please feel free to reach out via Teams or call me at 754-321-0388 at your earliest convenience.

Thank you,

Emily

Emily Coppa

Director, Data Intelligence – Task-assigned
Information Technology Division
Broward County Public Schools

From: Manuel Castaneda <manuel.castaneda@browardschools.com>
Sent: Friday, November 1, 2024 1:36 PM
To: Randy J. Thompson <randy.thompson@browardschools.com>
Cc: Emily M. Coppa <emily.coppa@browardschools.com>
Subject: Fw: Focus Questions

Please reach out to Dr. Lynch Walsh and help her with her Focus issue and let me know outcome.

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From: Nathalie Lynch-Walsh <nathalie.lynch-walsh@nathalielynchwalsh.onmicrosoft.com>
Sent: Thursday, October 31, 2024 12:26 PM
To: Manuel Castaneda <manuel.castaneda@browardschools.com>
Cc: Broward DAC <districtadvisorycouncil@gmail.com>
Subject: Focus Questions

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Manny

Good Afternoon. Have a couple of Focus questions. One as a parent and the other as the DAC Chair. We are trying to have someone from IT at our December or January meeting to address back to school form issues experienced by parents as well as other issues so they can be fixed prior to next school year.

I can't get back into the back to school forms so I can't name the form that was an issue. Essentially it was the only form that couldn't be signed electronically.

Would you please call me or have whoever is tasked with the Focus implementation give me a call?

Thank you.

Nathalie Lynch-Walsh, Ph.D.

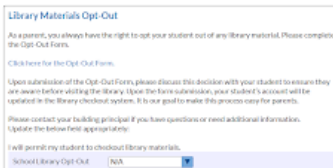
DAC Chair

Government must be accountable to the people. The Florida Constitution, which sets forth our rights as citizens of this great state, provides that the public has the right to know how government officials spend taxpayer dollars and make the decisions affecting their lives. The principle of open government is one that must guide everything done in government for its public. [FL Attorney General](#)

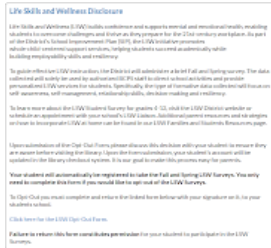
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