



March 31, 2021

**TO:** Superintendents and Community College Presidents  
Assistant Superintendents and Vice Presidents, Business Services  
Assistant Superintendents and Vice Presidents, Human Resources  
Fiscal Directors  
Human Resources Directors  
Chief Technology Officers  
Technology Directors  
BEST Project Wave 4 Districts

**FROM:** Paul Landry, CPA, CIA  
Project Director, BEST Project  
Technology Services  
Los Angeles County Office of Education

**SUBJECT: Business Enhancement System Transformation (BEST) Project -  
Wave 4 Kick-off Meeting**

The time has arrived to come and “catch a wave.” We are excited to invite you to join us for the BEST Project’s Wave 4 Kick-off Meeting.

Please see the two (2) available kick-off meeting dates and times below. The same information will be presented at each meeting.

**Wave 4 Kick-Off Meeting #1**

Date: Friday, May 21, 2021  
Time: 9:30 a.m. – 10:30 a.m.

**Wave 4 Kick-Off Meeting #2**

Date: Monday, May 24, 2021  
Time: 9:30 a.m. – 10:30 a.m.

### **Kick-off Meeting Topics:**

1. Meet the BEST Project Team who will be helping you get ready to go-live on the new BEST Advantage System;
2. Review a High-Level Overview of what to expect during Wave 4 implementation;
3. Discuss the Timeline/Implementation Roadmap for Wave 4;
4. Review Resources and Tools, including the Customer Resource Center (CRC); and
5. Learn what previous district employees from Waves 1 through 3 found most useful.

### **Who Should Attend?**

All of the following people are encouraged to attend the Wave 4 Kick-off Meeting:

- Superintendents and Community College Presidents
- Chief Business Officials / Assistant Superintendents and Vice Presidents, Business Services
- Assistant Superintendents and Vice Presidents, Human Resources
- Human Resources Directors
- Fiscal Directors
- Payroll Supervisors and Staff
- Purchasing Directors and Supervisors
- Chief Technology Officers / IT Directors

Please select the preferred Kick-Off meeting date and RSVP via email to Mr. Ezechiel Andres, Administrative Analyst, at [andres\\_ezechiel@lacoedu](mailto:andres_ezechiel@lacoedu), **no later than Wednesday, April 14, 2021**. Zoom meeting invitations will be sent to attendees after RSVPs are collected. If you are unable to attend, please send representatives on your behalf.

The BEST Team is looking forward to sharing information and meeting with you at the Wave 4 Kick-off Meeting. If you have any questions related to this correspondence, I can be reached at [landry\\_paul@lacoedu](mailto:landry_paul@lacoedu).

Approved:  
Paul Landry  
Project Director, BEST Project  
Technology Services

Nkeiruka Benson, Director  
Division of School Financial Services

PL:lt

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