BEST Core Advisory Team (CAT) – Meeting Minutes
May 9, 2014
9:00 am – 11:00 am
EC 107

Attendees:
See attached

1. Welcome Greg Lindner, Chief Technology Officer, LACOE

2. Introductions All

3. Objectives of the CAT

Mr. Lindner indicated the primary role of the CAT Members is an advisory one to the BEST Core Team during the project with the following objectives:
   a. To solicit feedback and advice on the project.
   b. To communicate progress and keep the CAT informed.
   c. To identify any areas of concern or things we might be missing.

4. Kick-Off PowerPoint (PPT) Presentation Paul Landry, Project Director, BEST Project

   CAT Members had the following questions and input/suggestions:
   • Asked to better understand the role of a Pilot Districts and the non-Pilot Districts
   • Requested a copy of the Pilots Kick-Off PowerPoint, which will be emailed with these minutes
   • Were impressed with the collaborative approach that will be used with the pilot and non-pilots to gather detailed requirements prior to implementing a new system
   • Asked what the costs for the new system will be and when these charges to the districts will begin. Paul Landry responded the costs for the new system and implementation costs will not be known until we receive responses to the Request for Proposal (RFP). LACOE is paying for the costs of the BEST Core Team positions now through at least until we start implementation. Greg Lindner stated we have discussed a 50% share of the costs for the new system once we start implementation but until the proposals come back we won’t know what that might be.

5. Description of Phase 1 – Level 1 Mapping Process Paul Landry

   Lessons learned by BEST Team So Far

   The BEST Core Team provided the following lessons learned from visiting for two days each with five of the ten Pilot Districts:
   • It is helpful to request updated organizational charts from each entity prior to going to the sites for the Level 1 flowcharting;
   • The Level 1 flowcharting, which is a high-level organizational overview, can be pre-populated to a large extent prior to the visiting the district to make these workshops more efficient;

6. Break
7. Demonstration/Sample of Level 1 Mapping  
Jenny Shire, ERP Change Management Coordinator

CAT Members had the following questions/concerns/suggestions:
- Commented that Superintendents and Cabinet Members are very busy and their time is valuable. Make sure they feel their time is valued;
- Suggested we use more common terms like flow-charting instead of process mapping;
- One CAT Member stated she sees the process we are following will benefit the educational side of the district because it helps the educational side better understand the business side of the district;
- Suggested that the project team add samples of the different level maps to the informational packets that are sent to the district prior to the meetings.

8. High-Level Timeline and Next Steps  
Mark Kitcheart, Project Coordinator

- Suggestions were made concerning the validation of requirements meetings with the non-pilot groups. The validation meetings should be held with administrators as well to ensure their requirements are captured and documented by the BEST Core Team;
- The CORE Best Team should ask what efficient/modern systems attendees have used in the past, as some may have come from districts that have implemented newer systems within the past few years.
- Express some concern that we’re evaluating/mapping current, inefficient processes and we don’t want to replicate inefficient processes for a new system.

9. Input from Group on Our Process  
All

a. What Do They See That They Like?

b. How Can BEST Team Improve Current Phase I Mapping Process?

CAT Members had the following suggestions:
- Communication Plan – CAT Team Members suggested all of the following groups/meetings as potential avenues to provide BEST Project updates: Superintendents, quarterly Chief Business Official (CBO), and Human Resource Assistant Superintendent meetings;
- Create and post BEST Project videos to a website;
- Suggested the BEST Core Team “find out what people need and what they don’t need” (e.g. unnecessary, paper reports) for the new system.

10. Next Meeting/Frequency/Communication  
All

- Quarterly meetings for the CAT would be good for now. As the project progresses there should be more frequent meetings;
- Friday mornings may work well for most of the attendees;
- The group agreed that the next meeting should occur in September 2014, as the Level 1 flowcharts for the ten pilot districts will be completed by the end of August;
- The date of the next CAT Meeting is to be determined (will be on a Friday morning in September).