



# Capturing Texts To Meet Public Records Law

One District's Approach

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Bill  
Nimmons

An illustration of a group of seven stylized human figures. The figure on the far left is a man with a beard and mustache, wearing a grey shirt. Next to him is a woman with long, wavy hair, wearing a grey top. In the center is a man with spiky blue hair, wearing a blue shirt. To his right is a woman with short, curly hair, wearing a grey top. Further right is a man with short, spiky hair, wearing a grey shirt. Next to him is a woman with short, curly dark hair, wearing a dark blue shirt. To her right is a woman with long, wavy hair, wearing a grey top. On the far right is a woman with long, wavy hair, wearing a grey top. Two speech bubbles are positioned above the group: a blue one above the man with spiky blue hair, and a dark blue one above the woman with short, curly dark hair.

LaQuita  
Extine

# Law 119.01 - General state policy on public records.

(1) It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

(2)(a) Automation of public records must not erode the right of access to those records. As each agency increases its use of and dependence on electronic recordkeeping, each agency must provide reasonable public access to records electronically maintained and must ensure that exempt or confidential records are not disclosed except as otherwise permitted by law.

# The day the world changed for LCS

## After lawsuit, city officials pledge to release text messages

Jeff Burlew, Democrat senior writer Published 5:43 p.m. ET Dec. 7, 2017 | Updated 6:22 p.m. ET Dec. 7, 2017



(Photo: Joe Randone/Democrat)

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A week after the Tallahassee Democrat [sued the city of Tallahassee over its failure to collect and produce text messages](#) of its employees and elected officials, city commissioners voted to proceed with a policy to do exactly that.

Commissioners voted unanimously Wednesday to direct Treasurer-Clerk Jim Cooke to draft a text messaging policy that would retain text messages in the same fashion as emails, something the city had not been doing.

City Attorney Lew Shelley pledged the city would do better and work to become a state leader in complying with public records laws as they relate to text messages. Mayor Andrew Gillum even issued a rare apology.

"I do think it's necessary," Gillum said of the new policy. "And I want to apologize along with the city attorney to everyone that we hadn't frankly prior to this point been able to grapple with capturing the text messages, particularly on personal devices. That, however, is not an issue unique to the city of Tallahassee. This is an issue all over the state of Florida."

The Democrat filed the lawsuit in Leon Circuit Court after the city failed to produce texts from the cell phone of City Manager Rick Fernandez in which he [solicited and accepted expensive Florida State University football tickets](#) from a city-registered lobbyist. Fernandez, who deleted the messages, was [placed on paid leave several days after the Democrat published the text exchange](#), which it obtained elsewhere.

# Different school district approaches to texting



We don't text and don't  
you dare tell me we do



Prohibit texting but  
ignore the reality



Let's just say this  
conversation never  
really came up

We have a fourth brother,  
**ADMIT NO EVIL**, but he  
left the group for a  
career in politics.



# Challenges

- Texting is widely used in society, and yes, is used widely by district employees:
  - By executive leadership
  - By department heads
  - By staff
  - By school-based staff
  - By teachers
- Each of these users can create an official record





# Challenges - Devices

- On district phones
  - LCS has 130
- On personal cell phones
  - LCS has over 4,000 employees
- On and on and on....you name the devices!
  - Tablets
  - Computers





# Approaching the Issue – District Phones

- District issued cell phones (130 - approval process to receive one)
  - Using iPhones
  - Using MDM to control the phones
    - Turning off iMessage
    - Only allowing district standard apps (no ability for the user to add other apps)
    - Using SMARSH to capture texts at the carrier level
  - This will undoubtedly reduce the number of district issued phones
    - Will only be good for district business, no personal apps
  - SMARSH is not cheap
  - The only staff likely to keep the district phones are those who don't mind carrying two phones



# Approaching the Issue – Personal Phones

- Using enterprise version of REMIND for all employees without a district phone
  - Cost is based on student count
  - Very cost effective considering the alternatives like SMARSH
    - \$ amount per month, per device
- Enterprise version allows for central archive retrieval by select district staff
  - Typically the same people who do your email searches for public records request today
- We do **NOT** require that employees load the app on their personal phone



# Approaching the Issue – Personal Phones

- We **DO** require, via policy, if they are going to text official business they are **required** to use REMIND.
  - Sign annual certification of this requirement
- Not a hard sale for teachers. Of our 2,200 teachers, 1,500 already use REMIND
  - Merging to an enterprise account for teachers is EASY



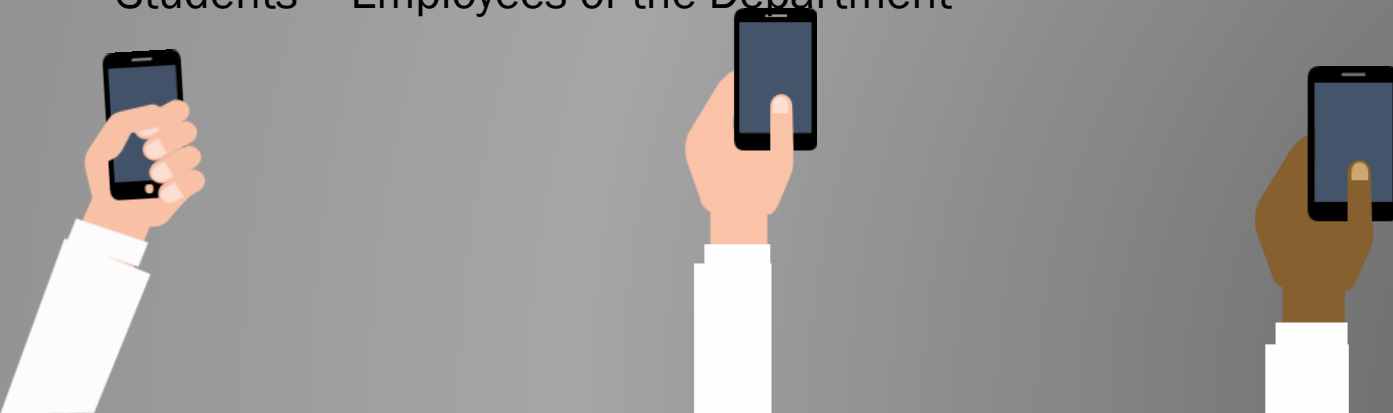
# REMIND

Leon County Schools Usage



# REMINd Structure

- Remind is structured for a school
  - Teachers
  - Classes
  - Students
    - Parents
- Remind allows for rostering (LCS uses OneRoster)
- LCS adapted their district structure to match a school
  - Classes = Departments
  - Teachers = Department Heads
  - Students = Employees of the Department

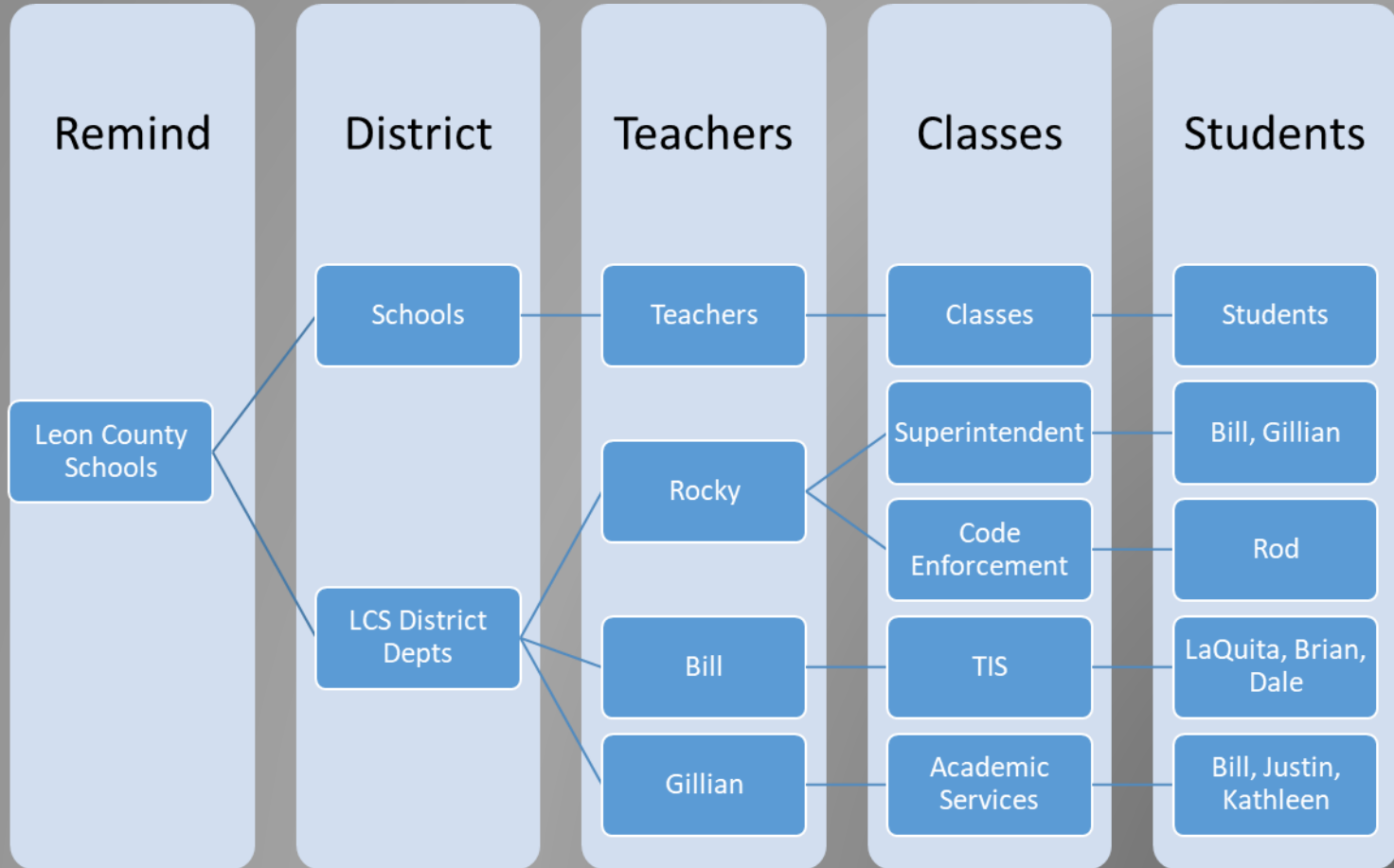


# REMIND Structure

- All employees are teachers at the school
  - Allows for everyone to see the others in the school
- District admins were setup to handle the public records requests
  - LCS uses the same person currently responsible for this
- All principals will be school admins
  - Allows for them to see school wide statistics



# LCS' Remind Structure





# LCS' Remind

## DEMO TIME!!



# LCS' Remind

The screenshot shows the Leon County Schools Remind dashboard. On the left is a sidebar with a list of schools and a user profile at the top. The main area has a dark blue header with navigation tabs: OVERVIEW, MESSAGES, CALLS, SCHOOLS, STATISTICS, and SETTINGS. Below the header, a summary states that 171 teachers sent messages to 2,684 students and 2,066 parents last week. A section titled 'Most communication on Remind' includes a table with columns for School, Messages sent, and Active teachers. The table lists five schools: Leon High School, Kate Sullivan Elementary School, Canopy Oaks Elementary School, Chiles High School, and Springwood Elementary School. Below the table is a link to 'Download full schools report'. At the bottom of the main area, it says '2,741 messages were delivered on Remind yesterday' with a 'View all' link. Three hands holding smartphones are illustrated at the bottom of the screen.

Good Morning,  
L. Extine ▾

Heritage Trails Com...  
Hospital Homebound  
Kate Sullivan Eleme...  
Killearn Lakes Elem...  
LCS District Depart...  
Leon Co Juvenile D...  
Leon County Juvenile  
Leon County Virtual...  
Leon County Virtual...  
Leon High School  
Leon Virtual Acade...  
Leon Virtual Instruct...  
Lincoln High Sc... 1  
Lively Technical Ce...  
Montford Middle Sc...  
Nims Middle School  
Oak Ridge Element...  
Center For Girls  
Elementar...

Leon County Schools

OVERVIEW MESSAGES CALLS SCHOOLS STATISTICS SETTINGS

171 teachers sent messages to 2,684 students and 2,066 parents last week.  
Encourage your community to stay engaged with these [helpful tips](#).

Most communication on Remind ⓘ













Week Month Year

School	Messages sent	Active teachers
Leon High School	169	54
Kate Sullivan Elementary School	121	15
Canopy Oaks Elementary School	115	13
Chiles High School	110	61
Springwood Elementary School	109	27

[Download full schools report](#)


2,741 messages were delivered on Remind yesterday [View all](#)

# LCS' Remind

LCS District Departments					
OVERVIEW   MESSAGES   PEOPLE   CALLS <b>CLASSES</b> STATISTICS   SETTINGS					
Search					
Name	Owner	Announcements	Participants	Date created	
 21st Century Admin	Elizabeth Glenn	3	4	May 3, 2019	
 Academic Services	Gillian Gregory	0	110	Apr 4, 2019	
 Code Enforcement & Compliance	Laroderick McQueen	0	12	Jun 5, 2019	
 Developers	Shane Syfrett	1	9	May 6, 2019	
 FDLRS Staff	Eydie Tricquet	0	5	May 8, 2019	
 My Staff	Eydie Tricquet	0	1	May 8, 2019	
 Nutrition Services - Central Kitchen	LaQuita Extine and 1 more	0	26	Jun 4, 2019	
 Parents	Elizabeth McGinnis	0	1	May 24, 2019	
 Parents	Elizabeth McGinnis	0	6	May 24, 2019	
 Professional And Community Services	Brian Smith	0	4	Apr 2, 2019	
 Recruitment Services	Chad Snuggs	1	4	Jun 4, 2019	
 School Improvement Services	John Fox	0	4	May 22, 2019	



# LCS' Remind

 LCS District Departments  
@lcsdi

Add people

OVERVIEWMESSAGESPEOPLECALLSCLASSESSTATISTICSSETTINGS

School administrators

SIS sync

Integrated Apps

SIS sync Connected: Last sync June 4, 2019


There are **384 teachers**, **0 students**, and **0 parents** added from your SIS.

Notify the students and parents?

Help your students and parents get started on Remind by sending them a message with details of their new accounts.

Learn more

Notify them





Total errors: 0   Total alerts: 0   Next step: Nothing to do!

There were no problems with your most recent sync. If you'd like to check how rostering is shaping Remind, check the [People](#) and [Classes](#) views for new people and classes.




# LCS' Remind

Name	SIS link ?	Last announcement sent	Classes ?
Aaron Johnson			1
Adeane Barfield			1



# LCS' Remind

 **Montford Middle School**  
@ahck2b

[Add people](#)

[OVERVIEW](#) [MESSAGES](#) [PEOPLE](#) [CALLS](#) [CLASSES](#) [STATISTICS](#) [SETTINGS](#)


School administrators

SIS sync

Integrated Apps

## Synchronize Remind with your SIS

Automatically create accounts and classes in Remind. [Learn more](#)



Ready to set up SIS sync?

[Contact our Support Team](#)



# Training

- Currently training district staff on the use of Remind
- Principals will be trained at their technology day
- Teachers will be given a link to the Remind teacher training





# Next Steps

- Finish rostering & training district staff
- Roster the school employees, teachers, and students
- Roster parents (2020-2021 school year)
  - Currently changing SIS to include 'OK To Text' option on phone numbers
  - Evaluating who should be included



# LCS' Remind

Questions??



# Capturing Texts To Meet Public Records Law

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Thank-You!

An illustration of a group of seven stylized human figures. The figure in the center-left is highlighted in blue, with a blue speech bubble above their head containing the text 'Thank-You!'. The figure in the center-right is highlighted in dark blue, with a dark blue speech bubble above their head containing the text 'Thank-You!'. The other five figures are in shades of gray. The background is a solid gray.

Thank-You!