Technology Oversight Committee Meeting Minutes

Date: February 15, 2017  
Time: 4:00 p.m. – 5:00 p.m.  
Place: TUSD Technology Services Conference Room  
1010 E. Tenth St., Bldg. B (west hallway)

Committee Members Present: Doug Baker, Cindy Dooling, Andrew Gardner (Vice Chair), Kristel Foster (Governing Board Member), Harry McGregor, Steve Peters, Lori Riegel (Chair), Duncan Simpson (Rincon Senior), Yi Xiao Yue (Sabino Senior)

Committee Members Absent: Michelle Simon

Staff Members Present: Scott Morrison, Andrea Marafino, Kevin Startt

CALL TO ORDER – Meeting was called to order at 4:01 p.m.

ACTION ITEM
Approval of January 11, 2017 Meeting Minutes – Duncan moved to approve the minutes, Harry seconded the motion and all approved.

INFORMATION ITEMS

• Status and ETA of BYOD – Duncan noted that there are not enough computers at the schools, but a significant amount of students have their own devices that they would like to connect to the network. Scott explained that the District is in the process of testing BYOD and noted that this is a high priority for both students and staff, however, security and equity issues still need to be addressed. The District also needs to develop a BYOD policy.

• Upcoming RFPs, RFQs
  o Upcoming Board Meeting (March 7, 2017)
    ▪ Approval of Request for Proposals (RFP) 18-02-20: Products and Services for E-Rate Funding – Harry provided a summary of the RFP process and noted that he would send an email update to Lori to send to the Board prior to the meeting.
    ▪ Approval and Commitment of Funding for Telecommunications Services and Upgrades for Tucson Unified School District’s 2017-18 E-Rate Application – Andrea explained that this is simply a request for the Board to approve funding for the continuation of annually recurring telecommunication services as well as the upgrades included on RFP 12-02-20.
  o RFP for Computer Usage Tracking Software - An initial draft of this RFP was sent to Cindy and Harry to review. Duncan and Doug also requested a copy of the draft for review. This RFP will be posted in March.

• Update on Collaborative Instructional Technology Planning Document – Andrew, Duncan, Lori and Steve continue to collaborate on this document. Lori shared an outline of some of the document sections, which include: Developing a Learning Community; Personalized Learning; Teacher and Leader Capacity; Physical Learning Environments; Inclusion, Accessibility and Sustainability; Curriculum and Assessment.

• Spring Retreat – The committee agreed that the retreat would focus on the topics included in the Collaborative Instructional Technology Plan. The retreat will be scheduled in June (date still TBD).

• Update on Synergy – From a parent perspective, Harry noted that the font size cannot be read in the ExEd area. Scott noted that this is a vendor issue related to the Special Education module and the vendor would be contacted. Scott also mentioned that the District is in the process of doing mass scheduling and course requests as well as setting up summer school, highlighting that issues are decreasing as understanding of the system increases. The District continues to work with the State on the A2EDS issue.

• Update on COW Usage/Issues – While the District has implemented a system in SharePoint for schools to checkout COWs, not all teachers are using the site. As a result, the computer usage tracking RFP will be issued this spring to get a more accurate picture of how the COWs are being used.

CALL TO THE AUDIENCE – Lillian Fox requested that teachers serve on the committee, however, the TOC charter prohibits TUSD employees from serving on the committee. As an alternative, she suggested that a non-voting teacher be added to the charter. This would have to be approved by the Governing Board.

SCHEDULE NEXT TOC MEETING – The next meeting was scheduled for March 15, 2017 at 4:00 p.m.

ADJOURNMENT – The meeting was adjourned at 5:02 p.m.