Tucson Unified School District
Technology Oversight Committee Meeting

MINUTES

Date: February 18, 2014
Time: 4:30 p.m. – 6:00 p.m.
Location: Technology Conference Room
1010 E. Tenth St., Bldg. B

Committee Members Present: Ashton Bergstrand (Vice Chair), Jeff Coleman, Andrew Gardner, Harry McGregor (Chair), Michael Hicks (Board Member), Cam Juárez (Board Member), Steve Peters, Robb Pinegar

Committee Members Absent: Doug Baker

Staff Members Present: Rabih Hamadeh, Damon Jackson (CIO), Andrea Marafino, Kevin Startt

Guests: None

Call to Order: Meeting was called to order at 4:30 p.m.

ACTION ITEM – Approval of Minutes from January 21, 2014: Ashton Bergstrand moved to approve the minutes as amended, Jeff Coleman seconded the motion and all approved

Call to the Audience: No audience present

Update from TUSD CIO:
- New/upcoming activities –
  - Strategic Planning Session – The Strategic Planning Session is scheduled for February 25 at TEP and a couple of TOC members will be participating.
  - Unitary Status Plan (USP) – Superintendent Sanchez is working to resolve the USP within the next four years.
  - Data Center Agreement – A committee of Technology Services employees and two TOC members reviewed the proposal that was submitted and made a recommendation to proceed with a contract award to Involta for the data center and the Governing Board awarded Involta the contract. The committee expressed concern over the fact that the RFP only received one response, however, the cost was determined to be fair and a sufficient number of bidders were given the opportunity to respond. While only one vendor met the Tier 3 requirement, the committee members who participated in the process agreed that this requirement was reasonable for an enterprise organization. Both the committee and the Purchasing Department noted that the procurement process was clean.
  - Early Education Centers – The district is pushing to have two Early Education Centers (Brichta and Schumaker) open by July 2014 to allow childcare to be provided to staff at a reasonable price. Connectivity at these sites will need to be addressed.
  - Master Scheduler – This process is off to a good start and it looks like the district will be able to produce master schedules in the next several months.
  - Student Information System (SIS) – The district will be seeking input from the community as the current SIS applications and responsibilities are reviewed and assessed so that an RFP can be issued before the upcoming school year.
  - Technology Plan – The district will be updating its technology plan and will be seeking input from the TOC.

- Modernization Initiatives – There were some questions at the January TOC meeting regarding the reasons that the costs for certain items varied from the costs approved by the Governing Board, specifically the costs for CenturyLink as the increased costs to the other vendors were primarily attributed to not being able to walk each individual site to determine the actual needs, which were underestimated. For the telephony piece specifically, the district asked the vendors to remove the cost of maintenance from their BAFOs since these costs were not part of the original RFP. CenturyLink did, in fact, acknowledge that TUSD would be required to purchase maintenance in their written response, but the cost was not included in the amount that was submitted to the board. The amount of licenses needed by the district was also underestimated, causing the actual price of licenses to be higher than anticipated.

- Network Core Equipment – Due to serious performance issues internally, the district is planning to upgrade the core network and data center equipment prior to the start of the upcoming school year. The committee recommended not letting this timeline override a more extensive process and suggested the district consider conducting an RFP or mini-bid rather than going down the state contract route.
• Parent/Guardian Alert System – The kick-off meeting for the new emergency notification system is scheduled for February 27. Governing Board Member Hicks expressed concern over the consistency and type of messaging that could potentially be sent out via this system. Governing Board Member Juárez also pointed out that the district needs to have criteria in place to ensure that the moderation process does not prohibit critical messages from being sent out in a timely manner. The committee noted that there are standards for how school districts communicate both emergency and non-emergency information and TUSD should focus on ways of streamlining and standardizing this information as the new system is rolled out.

• Efficiency Review by Gibson Consulting Group – The actual report will not be available until May, but the initial findings suggest that Technology Services should be operating with fewer people at a higher skill set.

• Impending RFPs and RFIs – The Internet Services RFP is due on February 24. Harry and Robb volunteered to serve on the committee.

TOC Charter Discussion:
The subcommittee discussed the possibility of expanding the focus of the TOC from beyond infrastructure to instructional technology. It was suggested that the TOC have more engagement from the instructional side by having non-voting educators serve on the committee or by inviting educators to participate in the meetings informally to provide input on technology issues that are relevant to the classroom. It was noted that if more input from the instructional side is incorporated into the committee, the role of the student member would also be more pertinent. TOC members discussed the pros and cons of increasing the size of the committee as a result of expanding the focus of the committee. One member noted that at one point, there was a separate Strategic Technology Planning Committee (STPC), that consisted of academic and support staff who focused on instructional technology.

The following are the specific changes that were proposed to the TOC Charter:

1. Under "Scope", add: "6. Act as advocates for other departments within TUSD to advise the district technology leadership team when they create strategic plans, especially with respect to instructional technology and business processes." – The committee voted to make this change to the Charter.

2. Under "Governance and Operating Principles Membership", change "nine members appointed by the Governing Board, eight community members and a one student member" to "fourteen members appointed by the Governing Board, twelve community members, one student member, and one non-voting delegate representing non-IT staff of the district". – The committee voted to not make this change at this meeting. The conversation will continue at the next schedule meeting.

3. Under "Meeting Practices and Schedule", add "Two standing subcommittees shall be: (1) the Subcommittee on Instructional Technology, whose charter shall be to investigate and report on the state of instructional technology within the district; advocate at meetings of the TOC for staff involved in instructional design using technology and for the implementation of industry best-practices that enable it; and, advise the TOC and district leadership about how to align the strategic direction of the district's IT services with the needs of practitioners of instructional design using technology; and, (2) the Subcommittee on Business Process Optimization, whose charter shall be to investigate and report on the state of processes used by IT staff within the district; advocate at meetings of the TOC for staff involved in IT service delivery and for the implementation of industry best-practices that enable them to do so; and, advise the TOC and district leadership about how to align and optimize business process to provide the district's IT services." – The committee voted to not make this change at this meeting. The conversation will continue at the next schedule meeting.

The committee discussed the possibility of recruiting a student for the committee, but no decisions were made for this school year. If a student is recruited for next school year, the role of the student member will need to be revisited so that the student benefits from serving on the committee and the committee benefits as a result of providing appropriate and relevant opportunities for the student to participate in the committee and provide input.

The committee voted to recruit educators to participate in informal discussions at future TOC meetings.

Call to the Audience: No audience present

Schedule Next TOC Meeting: Scheduled for March 18, 2014

Adjourn Meeting: Meeting was adjourned at approximately 6:40 p.m.