Tucson Unified School District  
Technology Oversight Committee Meeting

MINUTES

Date: March 18, 2014  
Location: Technology Conference Room  
1010 E. Tenth St., Bldg. B

Committee Members Present: Doug Baker, Ashton Bergstrand (Vice Chair), Andrew Gardner, Steve Peters, Cam Juárez (Board Member)

Committee Members Absent: Jeff Coleman, Harry McGregor (Chair), Michael Hicks (Board Member), Robb Pinegar

Staff Members Present: Damon Jackson (CIO), Rabih Hamadeh, Bob Kramer, Andrea Marafino, Mark Neihart

Guests: None

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

ACTION ITEM – Approval of Minutes from February 18, 2014: Steve Peters moved to approve the minutes as amended, Andrew Gardner seconded the motion and all approved

Call to the Audience: No audience present

Update from TUSD CIO:

- New/upcoming activities –
  - Impending RFPs and RFIs –
    - The district plans to seek approval from the Governing Board on March 25th for new Wide Area Network (WAN) services between the district hub sites and Involta. These services are eligible for E-rate discounts of approximately 81%.
    - The Core Network Equipment RFP was posted on March 18th and is due on April 1st with plans to bring a recommendation to the Governing Board on April 15th. Two TOC members were asked to serve on the evaluation committee.
    - Computer Refresh Project Mini-Bid – There has been a delay in the shipment of the new HP computers that were ordered to upgrade Windows XP machines to Windows 7 machines. The delay will push the deployment date past April 8th. The deployment will likely take place towards the end of April/beginning of May.
  - PARCC Field Test – Technology Services has been working to prepare 46 campuses for the field test.

- Modernization Initiatives – Work is proceeding. Zayo is continuing to cut sites over and the fiber ring is being completed. Zayo expects to be done with all but six sites by June 2014. The cabling and telephony upgrades are moving quickly and are also expected to be completed by June.

TOC Charter Discussion/Agenda Item Requests:

- The following are the specific changes that were proposed to the TOC Charter and voted on at the February meeting:
  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 the February or March meeting. The conversation will continue at the next scheduled meeting.

Follow up comments: The intent of this change was to increase participation by making more seats available, but what is really needed is existing seats to be filled by individuals representing the instructional technology side. There needs to be a strategic plan for integrating instructional technology into classroom curriculum and instruction as well as decisions made regarding technology infrastructure. The committee agreed to postpone the conversation regarding items 2 and 3 until more members are present.
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 the February or March meeting. The conversation will continue at the next scheduled meeting.

- Agenda Item Requests:
  - Add Educational Technology Update to the agenda
  - Add Charter Discussion back to the agenda
  - Add Call to Educators for Informal Discussions with the TOC back to the agenda

Call to Educators for Informal Discussions with the TOC
- Discussed a request for either Technology Services or the Governing Board office to send out an invitation to teachers and librarians to provide input to the TOC. The Board will need to determine the scope of this request and Bob Kramer will be available to answer questions, however, due to the spring testing schedule and lack of staff availability, this conversation will need to continue at the next scheduled meeting.

Call to the Audience: No audience present

Schedule Next TOC Meeting: Scheduled for April 29, 2014 (postponed to May 20 due to Special Board Meeting)

Adjourn Meeting: Meeting was adjourned at approximately 5:40 p.m.