Technology Oversight Committee Meeting Minutes

Date: May 30, 2018
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: Raj Murthy, Lori Riegel (Chair), Duncan Simpson (Vice Chair), Rachael Sedgwick (Governing Board Member)

Committee Members Absent: Gary Lang, Harry McGregor

Staff Members Present: Blaine Young, Andrea Marafino, Kevin Startt

CALL TO ORDER – The meeting was called to order at 4:04 p.m.

ACTION ITEM
Approval of April 2018 Meeting Minutes – Duncan motioned to approve the minutes, Raj seconded the motion and all approved.

INFORMATION ITEMS

- Update on recent RFPs, RFQs
  - Prior Board Meeting
    - Synergy SIS Contract Change – This item was approved by the Governing Board.
    - RFP 18-78-C20: District Wide Visitor Tracking System – The board requested follow-up information on this item. Lori noted that two TOC members participated in the RFP process.
  - Upcoming Board Meetings
    - Mass Notification System Renewal – The District will be using a cooperative contract to procure this service, which is estimated to cost under $85k. Governing Board approval is not required.
    - Staff and Teacher Evaluation Software Renewals – This software will be procured via a quote process and board approval will not be required due to the amount.
    - Edgenuity Renewal - Approval to Purchase Online Licenses for Virtual Classroom in Excess of $250,000 will be going to the board for approval on June 26th.
    - SuccessMaker Renewal – This is supplemental curriculum and will be going to the board on June 26. Kevin noted that curriculum and supplemental material do not require a competitive process.
  - Update on Open Seats (Community and Student Seats) – Doug submitted his resignation from the TOC effective today, so there are currently 3 community vacancies and 1 student vacancy. Lori has one lead she is planning to pursue. Andrea reminded the committee that there is an advertisement with a video on the TOC website here: http://tusd1.org/Information/Technology-Oversight-Committee
  - CTO Update – Blaine discussed the upcoming summer projects. The K-3 Tablet Initiative will bring 5 tablets to each classroom to support literacy with SuccessMaker and Imagine Learning. James updated the committee on the Office 365 pilot at TAPP, where teachers and students have active accounts. Staff will bring the TCI to the next meeting so that the committee is aware of the status of technology in each school. Blaine reiterated that additional information regarding the School Visitor Tracking System is being provided to the board. Blaine also updated the committee on the District’s audit findings and what is being done to address them. He noted that a project charter and timeline have been developed to complete a Disaster Recovery plan. Requirements for passwords and credentials for employees who are no longer with the district are also being updated. Blaine also discussed the alignment of technology staff with the district’s new regional support model.
  - Review of charter and any needed updates to submit to governing board – The committee had a comprehensive discussion regarding the charter and primary purpose of the committee. Raj emphasized a need to focus on Vision, Governance and Strategy over procurement oversight, but Lori and Duncan noted the importance of having community input on technology initiatives. No changes to the charter were made at this time.
  - Schedule annual presentation to Governing Board – Duncan will select a special board meeting in August to present by the next meeting.
  - Elections – Raj motioned to elect Duncan as Chair of the committee. Lori seconded the motion and all approved. Duncan motioned to elect Raj the Vice Chair of the committee. Lori seconded the motion and all approved.

CALL TO THE AUDIENCE – Lillian noted that having community participate in the RFP process is standard. She also discussed four schools that have been having issues with getting their COWs connected to the network. She reminded staff to provide a copy of the visitor tracking RFP to the board to review. She would also like the committee to follow up with Harry on the 9-14 IBM plan.

SCHEDULE NEXT TOC MEETING – The next meeting was scheduled for June 20, 2018 at 4:00 p.m.

ADJOURNMENT – The meeting was adjourned at 5:14 p.m.