The Technology Oversight Committee meeting was held at 1010 E. 10th Street in the Summers/Finance Building B Technology Services Conference Room on May 5, 2009

Members Present: Brian MacMaster, Lynne Alexander (Conference Call), John Hingle, Tanner Kent, Derek Masseth, and Robert O’Toole

Members Absent:

Guest: Elizabeth Kelley

TUSD Staff: Martha Peyton, Jeremy Thompson, Bob Kramer, John Bratcher, and Russell Hancock

The official meeting began at 4:00 p.m. and there was an adequate amount of members at the meeting to have a quorum. Mr. Brian MacMaster introduced himself as the Chief Technology Officer for Tucson Unified School District.

Welcome and Introductions:
Introductions were made of everyone in attendance, and contacted Lynne Alexander via conference call.
Brian MacMaster informed the committee that Emily Watson would not be able to serve on the Technology Oversight Committee due to other commitments, but would like to attend the meetings when she could. Alternatively, The Board Office is seeking new members, and applications are accepted through June 30th, 2009.

Information Items:
1. Open Meeting Laws
   Rob Ross, TUSD Legal Counsel

Robb Ross discussed the Open Meeting Laws (OML). Important information to know is as follows:
   a. The OML is an obligation for every committee member to follow.
   b. Post agenda on website and in Board office window twenty-four hours in advance of the meeting
   c. Adequate description of topics to be discussed
   d. Stick to agenda topics
   e. Call to the audience is not required
   f. If committee made a mistake or the topic was not on the agenda then the committee can ratify it in thirty days
   g. Specify time limits, and stick to the agenda
   h. Be respectful at all times
   i. Follow guidelines for interacting/forwarding/responding to emails from member to member
   j. Recorded or meeting minutes need to be available within three business days of the meeting
   k. Any questions regarding the Open Meeting Laws please contact TUSD Legal Department

Technology Override
Brian MacMaster’s discussed the preliminary results from Marketing Intelligence the company that did the last three overrides for the district. Results: The results were ten percent higher that the last override. There is support of the committee to move forward. More research is needed, but it will be presented as an Action Item for the June 23rd Board meeting. Brian will have powerpoint presentation available after the board meeting. There will be a presentation as a study item at the Tuesday, May 9, 2009 board meeting.
Technology Plan
TUSD has not been E-Rate approved or reimbursed by the Schools and Library Division for the past several years. The Technology Plan is E-Rate compliant with documentation for the WAN, increased bandwidth and infrastructure. Brian MacMaster’s reviewed emails from the various members of TOC, and had a question and answer session regarding the Technology Plan. Brian answered a few questions from members:

1. What is a COW? A COW is a Computer on Wheels, and is fully operational mobile lab. Thirty laptops with access point. They are throughout the district and are very successful.
2. Why was Goal 7 Financials carried over year after year? Plan had not be updated/revised until 2009
3. In item e., what does “a. Support for a, b, g-existing installations” mean? Same for b.? I guess I don't know what “a, b, g etc” refer to? They refer to the wireless standards
4. What about Voice Over Internet Protocol (VOIP)? Looking into the future for solutions. It is a great tool for video conferencing and distance learning, but TUSD cannot support the infrastructure at this time. Cabling, switches, and training need to addressed.

Rationale for hotspot in every school. Tucson High is completely wireless with a 100 mg access back to 1010. Students can bring their laptops to school and can have access to anywhere in the school.

Brian introduced John Bratcher, TUSD’S Network Security Systems Analyst who is a key person in the organization. John will make himself available to the TOC for any questions they may have.

The committee reviewed the Technology Plan and had a couple of corrections to the plan. Martha Peyton will make corrections before the June 9th board meeting, and send the updated Technology Plan to the Board office.

The following corrections were made:

1. Page 13 – Goal 1-Objective 9 – Refresh computers at schools. Timeline was changed to May 2009 Middle Schools Complete – Completion of remaining schools pending on Capital Override
2. Page 35 and 36 – Fifth column over was changed to Any State or Capital Funding

Action Item:
The Technology Plan is an Action Item on the Board agenda for Tuesday, June 09, 2009. The committee was prepared to move forward, and make a motion to approve the plan. Brian MacMaster made the motion, and Derek Masseth second the motion and all were in favor to approve.

Confirm and Schedule Next Meeting
The committee approved the date and time of the next TOC meeting.

Next meeting is Monday, June 22, 2009 from 4:00 – 5:30.
The meeting will be held in the Technology Services Conference Room

Close and Adjourn Meeting
Bob O’Toole stated it would be helpful to see an overview of the system/server room. At the end of the meeting Brian will show the committee the server room.

The committee discussed and made recommendations for agenda items at the next meeting. The committee discussed agenda items and made recommendations for the next meeting:

Approval of minutes from the June 5, 2009 meeting

Information Items
1. Update Technology Override
2. 2009 override election survey
3. Current Infrastructure
4. BFOC – Rob Ross-Spending eligibility
5. Technology Plan Update-Board approved
6. List of RFP’s
7. QMOE
8. Purchasing process of RFP’s

The committee approved the following agenda items for the next meeting:

Approval of minutes from the June 5, 2009 meeting
Mission Statement

Information Items

1. Technology Override
2. 2009 override election survey
3. Overview of Infrastructure
4. Update RFP List
5. Update of Technology Plan

Meeting adjourned at 5:20 p.m.