The Technology Oversight Committee meeting was held at TUSD’s central offices at 1010 E. 10th Street in the Governing Board room on Tuesday, July 21, 2009

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

Members Absent: Thomas Meyer – new member

Guest: Judy Burns, Donna Calvert, Vanessa Garrison and Miguel Cuevas

TUSD Staff: Martha Peyton, Jeremy Thompson, Wes Babcock, 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 introduced Thomas Meyer as a new committee member. Thomas was not present at this meeting, but will be present at the August 26th meeting.

Discussion Items:
The Technology Oversight Committee (TOC) requested two more members to serve on the committee. Judy Burns stated if that is what administration wanted, and she stated there were seventeen qualified applicants that the Governing Board could choose from. Brian MacMaster asked committee to make a recommendation whether they needed two more members. The TOC requested two more members be appointed. The final recommendation will come from the Board office.

Meeting Minutes:
Brian MacMaster requested any comments or corrections in regards to the June 5, 2009 meeting minutes. Bob O’Toole requested that the June 5th agenda items be posted on the June 5, 2009 meeting minutes. Martha Peyton will review the minute notes, and add the agenda items to the minutes.

Information Items:
1. Technology Plan Approval Process
Brian MacMaster’s discussed what he thought the requirements were for approving the Technology Plan. The plan was presented to the Technology Oversight Committee for approval which Brian thought was to be approved by the Board and sent to Arizona Department of Education (ADE) before June 30, 2009. Brian stated he did not mislead the Governing Board or the Technology Oversight Committee. The Technology Plan is a working document and can be submitted to ADE. Bob O’Toole asked if there were major changes to the plan, and Brian stated there were a lot of changes. The Tech plan had not been revised for a number of years, and all the information had been carried over from year to year. The Technology Task Force committee made it into a working document, and will need to be updated and revised on an ongoing basis. Bob O’Toole asked if the TOC should address the plan this year. Brian made the recommendation that updates should be done on a yearly basis.

2. Review of Bond Funds (Technology) Expenditures and Plans
Rob Ross spoke about the basic issues with use of the Class B Bond funds regarding communication equipment. Rob explained the Arizona Revised Statue (ARS) 1021G as reference and has sent the following link: 
http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/15/01021.htm&Title=15&DocType=ARS

Section G of ARS 1021G explains the following: G. Except as provided in subsection H of this section, class B bond proceeds shall not be expended for soft capital items, computer hardware, or other items whose useful life is less than the average useful life of the bonds issued, except that bond proceeds shall not be expended for items whose useful life is less than five years. For the purposes of this subsection, "computer hardware" means an electronic device with an integrated circuit that performs logic, arithmetic or memory functions by the manipulations of electronic or magnetic impulses and includes all input, output, processing, storage, software or communication facilities that are connected or related to such a device in a system or network.

Brian MacMaster stated there was no malicious intent due to the gray area in the wording of the statue. The Bond Fiscal Oversight Committee (BFOC) thought they were purchasing equipment appropriately with the bond funds.

Rob Ross explained it as a safe rule of thumb, “If it is behind the wall then it is ok” anything regarding external (not behind the wall) purchases is un-lawful. "Donna Calvert stated that the BFOC has approximately $3.5 million left in the technology category in question." There was some concern regarding the BFOC had miss-spent the bond fund monies, and should TUSD replace the funds and pay it back? TUSD cannot find the mechanism to pay the bond funds back. The TOC would like clarification of the ARS language.

Questions and Concerns:
Bob O'Toole had the following questions and concerns:
1. Is there any written guidance for the language that is used in the ARS statue?
   Rob Ross explained that there isn’t really anything that the State has to offer or anything to go by for clarification.
2. If switches and routers are a part of the infrastructure one could take the view that it would be a long term investment.
   Rob Ross explained that if the purpose of a switch that the wiring runs to the facility then it is ok, but if it is for data then it is un-lawful

The TOC would like to review the ARS statute, and learn what other school districts have in place. Brian MacMaster wanted to know if it would be appropriate for the BFOC and TOC to put a list of concerns together. The rest of the committee agrees to explore the option. Rob Ross stated that TUSD works with a lawfirm that does nothing but Bond work. Rob stated that he will put together all the information he has in writing and send it to both BFOC and the TOC.

What was the intent of the BFOC funds? Brian MacMaster explained that the bulk of the money was loaned to TUSD to purchase passports, and upon E-rate reimbursement then TUSD would repay the monies to the bond fund. The TOC would like line item details on what has been spent. It was suggested the TOC contact either Jim Lovelace or Bonnie Betz.

3. Insight Maintenance Agreement (Wes Babcock)
Brian MacMaster introduced Wes Babcock. Wes is the Lead Telecommunications Specialist for TUSD’s Telecommunications Services. Wes Babcock reviewed the the current TUSD infrastructure to the TOC. Wes explained that the T-1 for voice and data are run over one line. All passports in yellow on the diagram are from E-rate reimbursement. The submittal is spent in the same calendar year. Bob O'Toole asked if there was an audit or survey to find out what the condition of the equipment is in. Wes explained Insight does not have that information, but Wes told the committee that he knew the age of the equipment and when it was put in.. In 1999-2000 the equipment that was installed, but the grounding was not done by Nortel specifications. Wes is asking for Insight maintenance agreement for Passports and PBX’s. Wes stated that the CSU/DSU are twenty years old. They are functioning, but they are not reliable. Telecom uses SunWork Stations to monitors the Passport, PBX, and up to the router. Orion monitors the routers and network
switches. Wes Babcock monitors the Passport and PBX network and data up to the router and John Bratcher monitors from the router to the switches.

Leon George, Director of Purchasing stated that maintenance agreements are multiply year contracts, and currently TUSD is in it’s second year into a three year contract agreement with Blackbox. Wes Babcock stated they a very responsive with parts, but Wes does all the configuration. Currently, TUSD has 8,600 phones in the district.

4. Discussion on selection of Committee Chair
Bob O’Toole stated that he would like to wait until two more members were appointed to the committee. If the committee has seven members then five will be able to vote as a quorum. If there are only five members then three will be able to vote as an quorum. Brian MacMaster and student Tanner Kent are non-voting members. Both Lynne Alexander and Thomas Meyer will be present for the August 26, 2009 meeting. The committee decided to have the Governing Board appoint two more members to the TOC. Derek Masseth made the motion to approve and Bob O’Toole second the motion.

5. Infrastructure discussion
All materials discussed in the TOC meeting are posted on the following TUSD website:
http://www.tusd.k12.az.us/contents/distinfo/tac/presentations.html
or the direct link to the Infrastructure document is:
The Existing Networking Equipment Inventory can be found on page 42 of the document. The TOC will review the document and discussion of the infrastructure plan will be on the agenda at the next meeting on Wednesday, August 26, 2009.

6. Confirm and schedule next meeting
Bob O’Toole made a recommendation of having the TOC meeting in the same week as the Audit committee meetings which is the third of fourth week of the month. The TOC decided to have the meetings the fourth week of the month. The next TOC meeting will be on Wednesday, August 26, 2009.

   Set Agenda for next meeting:
   Information items:
   1. Educate TOC on E-rate application – Lorrane McPherson, Executive Director- Resource Development
   2. Procurement Rules – Leon George, Director of Purchasing
   3. Infrastructure Plan- First session 1-4
   4. Bond Funds
   5. RFP List

Upcoming meetings:
   Next TOC meeting: Wednesday, August 26, 2009
   The August Governing Board meeting is scheduled for Tuesday, August 11, 2009

Meeting adjourned at 5:30 p.m.