TECHNOLOGY OVERSIGHT COMMITTEE

Meeting Minutes
August 26, 2009

The Technology Oversight Committee meeting was held at 1010 E. 10th Street in the Technology Services Conference Room on Wednesday, August 26, 2009

Members Present: Lynne Alexander, Theo Gomez, John Hingle, Harry McGregor, Thomas Meyer, Robert O’Toole, and John Velasquez

Members Absent: Tanner Kent and Derek Masseth

Guest: Judy Burns, Donna Calvert, Vanessa Garrison, Mark Stegeman, and Clyde Maghan

TUSD Staff: Jay Johnston, Brian MacMaster, Martha Peyton, John Bratcher, Leon George, Lorrane McPherson, and Russell Hancock

An official meeting began at 4:00 p.m. and there was an adequate amount of members at the meeting to have a quorum. Mr. Jay Johnston introduced himself as Chief Operations Officer for TUSD, and in the last week or two took on additional responsibilities in Technology Services. Jay Johnston will facilitate the agenda until a Chairperson is appointed.

Welcome and Introductions:
Introductions were made of everyone in attendance. Jay Johnston introduced the following new committee members: Theo Gomez, Harry McGregor, Thomas Meyer and John Velasquez.

Announcements:
Jay Johnston announced that Michele Crow who is an aid to Congressman Grijalva made a request for information. Michele Crow is working the political side of the TUSD bond override, and would like a roster of the personnel, and a brief experience summary of the TOC. Michele Crow feels it is needed in presenting the package to various stakeholders and donors. Currently, Legal is reviewing the request and the resumes.

Meeting Minutes:
Jay Johnston requested any comments or corrections in regards to the July 21, 2009 meeting minutes. Bob O’Toole made a motion to approve the minutes and Lynne Alexander second the motion and all were in favor to approve. Harry McGregor made a motion to abstain due to being a new member.

Study/Action Items:
a. Discussion of Chairperson - Jay Johnston asked the committee how they would like to proceed in electing a Chairperson. Thomas Meyer nominated Bob O’Toole. Bob O’Toole stated he would accept the nomination on one condition. The request was made to nominate John Hingle as Vice-Chair of the committee. Jay Johnston requested the committee to do one vote to approve the slate of Bob O’Toole for Chairperson and John Hingle as Vice-Chair. Lynne Alexander made a motion to approve and Thomas Meyer second the motion and all were in favor to approve. Jay Johnston asked if Bob O’Toole would like to take over the agenda from this point on. Bob O’Toole was in agreement.
Information Items:

a. Bob O’Toole introduced Mark Stegeman. Mark Stegeman was introduced to all the committee members. All introductions were made. Mark Stegeman presented to the members “Resolution in Support of Oversight of TUSD’s Investment in Information Technology”, and “Establishment of a TUSD Technology Oversight Committee.” Mark Stegeman stated that the district is in the midst of a massive turn around project. One of the most important dimensions is Technology. TUSD is developing a strategy to bring the district back in excellent performance in the Technology area. This is why the TOC was created. The expectation of this committee is to play a very serious roll with Technology, and to help shape TUSD’s Technology future. Ultimately, to improve the public confidence. Mark Stegeman requested the TOC review the current TUSD Technology plan. The TOC Establishment can be found by clicking on the following link: http://www.tusd.k12.az.us/contents/distinfo/tac/documentation.html

i. Questions: Judy Burns asked if there were any questions. Mark stated that he changed the declaration of a quorum from three to five or more of the voting members. Originally, it was five voting members and two student non-voting members. Now, student members are voting members. This increased members from five to nine.

b. Lorrane McPerson, Director of Resource Development presented “E-Rate Basics”
   The purpose of the presentation was to give committee members an overview of the E-Rate application process. E-Rate provides discounts on eligible services or equipment based on percentage of student eligible for free or reduced (FRE) lunch under the National School Lunch Program (NSLP). E-Rate funds Priority 1 – (funded first) which includes Telecommunication Services and Internet Access. Priority 2 (funded with neediest applicants first) which includes Internal Connections and Basic Maintenance of Internal Connections. The Technology Plan must be in place before filing 470 Form. The powerpoint presentation can be found at the following link: http://www.tusd.k12.az.us/contents/distinfo/tac/presentations.html

i. Lorrane McPherson extended an invite to the TOC to attend the E-Rate meetings. The members view the infrastructure plan, standards, contracts currently focusing on Priority 1 services, RFP for Internet Services, Competitive bidding. Lorrane stated there is a rigorous evaluation process. Bob O’Toole stated if the members attend the meeting to be careful of violating the quorum rules of having four or more members at the E-Rate meeting.

Bob O’Toole put Mark Stegeman back on the Agenda regarding emphasis on charge of TOC standards. Mark Stegeman emphasised both the resolutions created and clarified the charge which were adopted unanimously by the board. Mark Stegeman thanked the TOC for their commitment and volunteering their time.

Review of Procedures: Discussion was held regarding operating rules. There is a need to develop a charter or sub-committee to draft up rules on how the committee operates. Bob O’Toole request the committee to email him if they have requests. Bob O’Toole stated he is a member of the Audit committee and he will check the rules that they have in place. Also, if Bob O’Toole is unable to attend a meeting or out of town that he would like John Hingle to run the meetings.

Leon George, Director of Purchasing presented “Procurement Rules”

a. The presentation included but not limited to information on the following: Purchasing Authority, Arizona Statute, Bid Thresholds, Types of Purchases, Formal Solicitation, Procedures, and Awards. TUSD follows the procurement rules set by AZ Statute and passed by the legislature. The primary source for the school district procurement rules is the Department of Education. The purchase of Technology equipment comes from Arizona State Contract, WSCA, and Mojave Cooperatives.
i. Discussion of the Committee’s participation in RFP’s and RFI’s – This could influence how the committee schedules their meetings. The Governing Board has charged the TOC to approve all Technology RFP’s and RFI’s. Set the scope of work for Technology and be a part of the RFP process.

TOC

ii. Discussion of RFI to solicit Technology possibilities – There are many opportunities in the industry right now for Educational Information Technology. Brian MacMaster is proposing that TUSD go out for a Request for Information (RFI), and it be sent to all the platforms, i.e. infrastructure platform, desktop platform, server platform, cabling infrastructure, and database platform. TUSD is asking for a RFI to go out to Technology and Telecommunication vendors to tell TUSD what they see as the vision for 21st Century Technology for education environments that meet TUSD size and geographical layout and requirements. Jay Johnston discussed getting the RFI’s out as soon as possible in order to have responses back in a timely fashion to meet the Board guidelines and deadlines.

Confirm and Schedule:

a. Discussion on future meeting dates and times. The TOC decided to have a start time of 4:00 p.m. The suggestion was made to meet twice in September before the next Governing Board meeting on October 13th, 2009

   i. Review of the Open Meeting Laws is recommended

   ii. The TOC proposed to meet twice a month until the end of the year.

Upcoming Attractions:

Thursday, September 10, 2009 from 4:00 – 6:15 p.m. located in the Governing Board Room

Monday, September 21, 2009 from 4:00- 6:15 p.m. located in the Blue Room at 1010 E 10th Street

The October Governing Board meeting is scheduled for Tuesday, October 13, 2009

Meeting adjourned at 6:30 p.m.