TECHNOLOGY OVERSIGHT COMMITTEE

Meeting Minutes
September 10, 2009

The Technology Oversight Committee meeting was held at 1010 E. 10th Street in the Governing Board Room on Thursday, September 10, 2009

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

Members Absent: Tanner Kent and Derek Masseth

Guest: Judy Burns, Mark Stegeman, Clyde Maghan, Donna Calvert, Vanessa Garrison, A.J. Sandoval, Mike Rutgliano, and Kon Michaels.

TUSD Staff: Jay Johnston, Brian MacMaster, Martha Peyton, John Bratcher, 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.

Welcome and Introductions:

Introductions were made of everyone in attendance

Announcements:

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

Meeting Minutes:

Bob O’Toole requested any comments or corrections in regards to the August 26, 2009 meeting minutes. John Hingle made a motion to approve the minutes and Theo Gomez seconded the motion and all were in favor to approve.

Study/Action Items:

a. Discussion of proposal to post e-mail addresses of Committee Members on the web site. Theo Gomez made the recommendation to have a generic TUSD address set up for the members. It was decided to have one email address. A generic email account will be set-up which will include a distribution list with the TOC members. However, Bob O’Toole, Chairperson will respond to all incoming emails. Theo Gomez made a motion to approve the generic email address and Thomas Meyer seconded the motion and all were in favor to approve.

b. Discussion of Committee charter and formation of a Charter Subcommittee (formulation of committee procedures). Bob O’Toole made a recommendation for a creation of a subcommittee to develop a set of operating rules and procedures. Bob O’Toole has a copy of the Audit Committee Charter, and he stated it would be easy to modify to fit the needs of the TOC. An Operating Principles subcommittee was established to set up procedures to request information from staff, and a procedure to set the agenda. Bob O’Toole asked the TOC for volunteers. John Hingle
and Theo Gomez volunteered to be on the subcommittee. John Paul Velasquez made a motion to approve and Thomas Meyer seconded the motion and all were in favor to approve.


In the month of September there will be two items going before the Governing Board for clarification on the use of Bond Funds.

1. Acknowledge Advice or Request for More Information
2. There will be a joint meeting with the BFOC and the Governing Board on September 22, 2009
   i. Discussion on what to do with the 3.6 million

Bob O’Toole suggested the TOC made a motion to the Governing Board to seek advice and clarification from the Attorney General on the use of Bond Funds as opposed to legal interpretation. **Bob O’Toole made a motion to pass, and Thomas Meyer seconded the motion. The TOC members did not make a motion to pass it. Motion was denied.**

**Information Items:**

a. **Information on Open Meeting Law (OML) as it applies to the committee.** Jay Johnston presented the OML 101 to new members to give a comprehensive definition of the purpose of the law, what constitutes a meeting and who must comply with the OML. [http://www.azleg.gov/ombudsman/Open%20Meeting%20Law%20101.pdf](http://www.azleg.gov/ombudsman/Open%20Meeting%20Law%20101.pdf)

b. **Infrastructure Plan** – John Bratcher presented sessions 1-4, an overview of the Network/Technology Infrastructure Plan

c. **Overview of the Technology Override.** Brian MacMaster gave an overview of the Technology Override. The election for the override is on November 3, 2009.

d. **Update on E-Rate applications status.** Lorrane McPherson prepared an update on the status of the E-rate application, and Brian MacMaster presented it to the committee. The committee would like a monthly status report. An open invitation from Lorrane McPherson was given to the members of the TOC to sit on the E-rate committee.
   i. The Director and Senior Director of Universal Service Administrative Company (USAC) under the Schools and Library division for E-rate have agreed to conduct a Helping Applicants to Succeed (HATS) review with TUSD. A HATS review is generally described as an “audit” of processes that TUSD uses to develop our E-Rate application including planning, procurement, approvals, etc.

e. **Discussion of Request for Information (RFI), and Request for Proposal (RFP) monitoring.** Bob O’Toole requested that staff present the committee with the Technology RFI’s and/or RFP’s for review before going out. Discussion of forming a sub-committee to review, but it was decided that reviewing them is the charge of the whole group.
i. The committee decided they would rather have a summary than the full text of the RFI/RFP.

f. **Update and review of RFI on technology possibilities.** Brian MacMaster’s is gathering the information for the RFI and will forward to Bob O’Toole.

**Confirm and Schedule:**

a. Discussion on future meeting dates and times. The TOC proposed to meet twice a month until the end of the year. The committee’s prefers to meet on Monday and Thursday. Discussion was held regarding agenda items. If members have an item to be discussed at the next meeting, the member will need to provide Bob O’Toole with the information approximately five days before the next meeting.

**Upcoming Attractions:**

Next TOC Meeting: Monday, September 21, 2009  
Located at 1010 E. 10th St. Morrow Ed Center, Upstairs Blue Room - 217

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

The Special Joint Meeting between the Bond Fiscal Oversight Committee (BFOC) and the TUSD Governing Board is scheduled for Tuesday, September 22, 2009 in the Board Room located at 1010 E. 10th St. The BFOC is scheduled on the agenda for 5:55 pm.

Meeting adjourned at 6:15 p.m.