Date: Monday, February 25, 2019  
Time: 4:00 p.m. – 5:00 p.m.  
Place: TUSD Technology Services Conference Room  
1010 E. Tenth St., Bldg. B (west hallway)

Members: Harry McGregor (by phone), Raj Murthy (Vice Chair), Lori Riegel, Rachel Sedgwick, Duncan Simpson (Chair) (by phone)

Members Absent: Gary Lang

Staff Present: Andrew Agnew, James Butler, Rabih Hamadeh, Donna Hankins, Diana Kerfoot, Yolanda Pena, Blaine Young

CALL TO ORDER – The meeting was called to order at 4:07 p.m.

ACTION ITEM - Approval of January 2019 Meeting Minutes: Lori Riegel moved to approve the minutes, Duncan Simpson seconded the motion, all approved.

INFORMATION ITEMS
- Update on recent RFPs, RFQs – Diana Kerfoot spoke to these items.
  - Board approved Microsoft licensing at the last board meeting. The PO was issued to the vendor, SHI.
  - E-RATE Internet is out on the street. Diana told that a TOC member would like to be on the committee. The committee will meet on 03/15 at 3:30 p.m. in TS Conference Room and the scoring meeting will be 03/18 at 9:00 a.m. in the TS Conference Room. Harry stated that he would like to be on the committee and will be able to attend the meetings. Duncan mentioned that he would also like to be on the committee and will make it work to be at both meetings. Diana stated if they cannot make the 03/15 meeting, they will mail them electronically.
  - Data Co-Location Center – Contract expires at the end of this fiscal year and we will do a contract year to year. We will not be doing an RFP.

- Office 365 PD – James stated they received feedback from teachers that they wanted additional trainings.
  - For the month of February, the trainings are focused on One Drive. James mentioned this Wednesday the training will be for one hour and will be held at Alice Vail, Palo Verde, and Cholla. Next month’s trainings will focus on Teams and the following month will focus on One Note.
  - James also mentioned we are holding PD for Principals to explain the step by step process in getting students ready for O365. The class to support this is called Unpacking Office 365.
  - Pueblo Gardens is the first school that has all students set up with O365 accounts.
  - Lori asked if students are using their own device, can they download O365 to their own device. James responded they can and can have up to 5 devices access Office 365.
  - Lori also asked if there is training available for families. James responded that we have not reached that point but is on their radar.
  - Rabih stated that we are monitoring different aspects for high school, middle schools and elementary schools to make sure it is a safe environment for students.
  - Harry asked about O365 outages affecting TUSD. Blaine mentioned that we have seen a couple of outages in the last couple of months, for example with Teams, and worked with the Microsoft team to resolve the issue as quickly as possible.
  - We have standing monthly recurring meetings with the Microsoft team and are engaging with them more.
Duncan mentioned that Kim Grimes, UHS Librarian, has not heard about any PD for O365. James respond that every school district employee can sign up for training through True North Logic (TNL), the Microsoft Educator community is available to every employee as well, and that our TTL’s, who are based at each school, also provide trainings. Blaine stated we will follow up with Ms. Grimes. Rachel stated there is a disconnect with the teachers that have the trainings and those that have not and that we need communicate better about the trainings and when they will be held but not just communicating through email as teachers are so busy during the day and do not have time to look at emails.

CTO Update

- Verizon/Digital Promise Innovative Learning Program Grant Award –
  - James stated that the 6th-8th grade students at Pueblo Gardens, Mansfeld, and Lawrence will each receive a tablet, case and data plan and each teacher will receive the same.
  - James also mentioned that Verizon is contributing 30k for each site to provide instructional coaches to provide PD for each site. Per Verizon, this totals $5.4 million, $1.8 million for each school, on average.
  - For the next round of competition, Verizon suggested that we submit more schools for the grant.
  - Lori asked when this will be rolled out. James responded that students will receive the devices when we come back in August. Lori asked if there was a press release which James responded yes. Lori asked that we put the link of the press release on the TOC website.

- Synergy Upgrade – Andrew stated that on-line registration started on Feb 11th.
  - Prior to this date we held an aggressive training for all Office staff on the procedures of online processing with a makeup class taking place on Wednesday.
  - Leslie sent a district wide Parentlink message last Monday and another one going out today. Flyers are going out to school sites, and we have a call center phone line going straight to Synergy staff focusing on parents so they can get the help they need so they do not leave the school where their student is enrolling.
  - We want to drive down the number of denied applications, reduce frustration for parents and drive up the number of registrations to increase enrollment.
  - We have our first enrollment placement steering committee meeting tomorrow to address any concerns escalated by principals or staff. The enrollment placement steering committee includes members from our Planning Department, Regional Assistant Superintendents, School Community Services, Technology Services and Finance.
  - Blaine meets weekly with a team on all these processes.
  - Rachel asked if parents have to resubmit all paperwork every year or can their application roll over. Andrew responded that proof of residence is required by state every year, immunization records every year because of updated records and for new students Birth Certificate and photo ID is required. He also mentioned that parents have the option to scan documents or bring them into the school.

CALL TO THE AUDIENCE -
Lori stated that we have a student in the audience that has applied to the TOC and asked Duncan if he received her application. Duncan replied no.
Lailani Yepiz, student at Pueblo High, introduced herself and stated that she submitted her application for the TOC. Lailani was on the TUSD Website and saw that we are looking for student applicants for TOC. She explained that she made her own website and that this would be a great opportunity for her. She would like to major in IT, will be taking IT in JTED next school year. She brought in a copy of her documents (application, recommendation letters and resume). Lori recommended that we accept her application and Raj seconded the recommendation. Committee would like to add the appointment to the March 12th meeting.

Lilian Fox stated that she had a few comments for the committee.
- We have lots of kids that don’t have internet access. If there is a family of 4 kids do each child have access. Public libraries do not nearly have enough computers. We need to be aware that not all have families have internet access.
- We need parents to enroll. We need to have school selection software so parents know what schools offer certain classes. Spoke with Andrew who was not crazy about software.
- Teacher Survey – the question of do we have adequate computers in the classroom was not on the survey last year, not sure if it’s on this year.
- Next TOC retreat should be at Santa Rita. They have a good culinary art program.
- Press Release on Verizon – she did not get the press release.
- Media Relations has trouble trying to get out information because of all the schools we have and we need to get the information to them. We need to feed that to media relations like the students talking to students in Japan.
- PD every Wednesday one way to get communication out.

Raj asked how do we get the info out. Blaine stated we will get together with Leslie to see what we can do to get this information out.

**SCHEDULE NEXT TOC MEETING** – Next TOC meeting has been scheduled for Monday, March 25th at 4:00 p.m.

**ADJOURNMENT:** The meeting adjourned at 5:11 p.m.