**Technology Oversight Committee Meeting Minutes**

**Date:** Monday, March 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 Present:** Harry McGregor (by phone), Raj Murthy (Vice Chair), Duncan Simpson (Chair), Rachael Sedgwick (Governing Board Member)

**Members Absent:** Gary Lang, Lori Riegel

**Staff Present:** James Butler, Rabih Hamadeh, Yolanda Pena, Kevin Startt, Blaine Young

**CALL TO ORDER** – The meeting was called to order at 4:11 p.m.

**ACTION ITEMS**

Approval of February 2019 Meeting Minutes – Raj moved to approve the minutes, Harry seconded the motion, all approved.

Recommendation to the Board of New Committee Member – Duncan asked for a motion to recommend student, Lailani Yepiz, to fill the student vacancy. Raj moved to approve the recommendation, Harry seconded the motion, all approved.

**INFORMATION ITEMS**

- Update on recent RFPs, RFQs
  - Kevin reported that Microsoft Services was approved at the last board meeting.
  - Kevin stated that tomorrow evening the Internet Services RFP will be going to the Board for approval. He thanked Harry, Duncan and the TS Team for participating in the RFP process.
  - Kevin mentioned the upcoming systems coming up are the PD Evaluation Tool, Time Management System, Student Point of Sales system, Edgenuity is the other for on-line, and that the Complaint Process system will be going through a quote process.

- **CTO Update**
  - Blaine mentioned that AzMerit and ACT testing will begin next week.
  - Wifi project, which is part of our E-Rate, is still underway.
  - Blaine also mentioned that one of our processes targeted for improvement is to our ParentLink system for when calls go out to parents by our schools for attendance requirements. Depending on the time the calls are made, a student who was marked absent could have shown up late but the absence wasn’t changed to tardy in time and the call that the student was absent was made to the parent. We are putting together a cross functional group to look at how we can improve this process. Blaine stated he will provide a future readout on this.
  - Office 365 – James reported that as of this week three campuses, Myers Ganoung, Rincon and Brichta, will become enabled to receive O365 and that Pueblo Gardens are already on O365. Bonillas will become enabled in May. James mentioned that we are offering more trainings for teachers through our TTLs and through our TNL (True North Logic) system.
  - Verizon – James mentioned the three schools for the Verizon grant are Pueblo Gardens, Lawrence and Mansfeld. He stated that they will have intensive teacher training in April and May and a follow-up training
in summer provided by Verizon. There will be intensive training in May for the lead, James, Instructional Coaches and IT Lead.

- Synergy Upgrade – Blaine reported there has been a lot of effort to get the word out for training to office staff to help parents. Marketing campaigns, including through social media that on-line registration is available, have been ongoing. We also started an Enrollment Steering Committee to look at the Synergy data to see where enrollment is day by day. The dashboard shows us where students are in the on-line registration process and where their application is at. The Steering Committee meets bi-weekly and the Regional Assistant Superintendents bring in concerns from their principals, for example, if schools are at capacity what do we need to do. One of Dr. Trujillo’s initiatives is that families will not get turned away. Renee Weatherless and Blaine will be bringing an update to the governing board on April 9th.

**CALL TO THE AUDIENCE** – No audience members present.

**SCHEDULE NEXT TOC MEETING** - Next TOC Meeting has been scheduled for Tuesday, April 16, 2019.

Raj presented his resignation letter to Duncan and the committee. He said that today will be his last meeting.

**ADJOURNMENT:** The meeting adjourned at 4:31 p.m.