Technology Oversight Committee Meeting Minutes

Date: Thursday, June 20, 2019  
Place: PD Conference Room at Lee Instructional Resource Center  
2025 E Winsett St

Members Present: Lori Riegel, Duncan Simpson (Chair), Lailani Yepiz,  
Members Absent: Gary Lang, Harry McGregor, Rachael Sedgwick (Governing Board Member)

Staff Present: Rabih Hamadeh, Yolanda Pena, Blaine Young

CALL TO ORDER – The meeting was called to order at 2:00 p.m.

ACTION ITEMS
Approval of May 2019 Meeting Minutes – Lori moved to approve the minutes, Lailani seconded the motion, all approved unanimously.

INFORMATION ITEMS
• Update on recent RFPs, RFQs  
  o Rabih gave an update on the RFQs for the Data Center. He mentioned that we officially received three quotes, but actually got 4 quotes, for the Data Center and that we went with Involta for one year with expiration of June 30, 2020.

• CTO Update  
  o Nothing more to add beyond what was shared at the June 20th TOC Retreat for Office 365.
  
  o Lots of things to prepare for 19-20 school year. Summer School is underway now and we are making sure they have the technology support needed.
  
  o Blaine mentioned that approval of Edgenuity for Online Education and Credit Recovery was done at Tuesday night’s Board Meeting. He let the committee know that Dr. Grijalva left the District and that Heidi Aranda took her place as interim. We have recently hired a new Asst. Superintendent of Curriculum & Instruction. During FY 19-20, we are going to ensure that our instructional technology is moving forward.
  
  o Blaine explained that we will phase in a security enhancement for multi-factor authentication that will be led by Todd Allen. Duncan asked who this would be for. Blaine responded that it would be for teachers and staff. Duncan also asked if there is a timeline to begin the rollout. Blaine responded that the first rollout will be with an early adopter group, get feedback from them as to what worked and what did not, so that we can better prepare for a broader rollout to all district staff. Rabih mentioned that we look forward to having it implemented after school starts.
  
  o DR (Disaster Recovery) Test is underway right now for visions ERP system. Last calendar year we performed a table top test but this year we are actually conducting testing in the Payroll, Finance, and HR departments. When we come together for the next monthly TOC meeting, we will be able to provide more information on the results.
  
  o Board Docs – Blaine mentioned that we would like to move the committee over to using Board Docs for the meetings. He explained that Governing Board uses Board Docs instead of Novus and that the Audit Committee has now been using Board Docs. We will need to provide the committee training. Lori asked if
they will be able provide agenda items themselves rather than go to chair to add items? Duncan asked for information on what Board Docs is. Blaine explained that Board Docs is the new system that the Governing Board is now using for all meetings for all their agendas and minutes. The use of Board Docs complies with open meeting laws. Duncan mentioned this will be a huge change for the committee.

- Rabih gave one more update on all devices going from Windows 7 to Windows 10 and the default browser on Windows will be Google Chrome. He also mentioned that the Wi-Fi project to upgrade remaining sites ended on May 21st, 2019.

- Update on email when to “Reply All” and student member listing on website
  - Yolanda updated the committee on when to “Reply All” stating that she conferred with Legal Counsel who recommended that the committee not reply all when communicating by email and also recommended that no email asking questions or proposing any action by the TOC be sent to all members with the exception being routine scheduling matters.
  - Yolanda let the committee know that we can list the student’s name on the website but no address or phone number unless we have specific parent consent. Committee agreed to only list names of all members with the only titles of Chair and Vice Chair being list.

**CALL TO THE AUDIENCE** – No one present

**SCHEDULE NEXT TOC MEETING** – Lori stated that we do not typically meet in July and that we need to add the chair and vice chair appointment to the next agenda. Lori also mentioned that at the next meeting they need to plan the items to present at the next Board Meeting.

The next TOC Meeting has been scheduled for Monday, August 19, 2019 at 4:00 p.m.

**ADJOURNMENT** – The meeting adjourned at 2:27 p.m.