MINUTES FOR Technology Oversight Committee (Monday, September 16, 2019)

Details regarding discussions are available via the audio recordings posted on the TUSD Technology Oversight Committee page on the TUSD Internet at http://www.tusd1.org/Information/Technology-Oversight-Committee/TOC-Minutes.

Members present:
Lori Riegel, Chair
Duncan Simpson, Vice Chair
Harry McGregor
Lailani Yepiz

Committee Member(s) Not Present
None.

Others Present
Rachael Sedgwick, Governing Board Member [via phone]
Blaine Young, Chief Technology Officer
Dr. Halley Freitas, Director of Assessment & Evaluation
Rabih Hamadeh, Director of IT Infrastructure [arrived at 4:21 p.m.]
James Butler, Director of Instructional Technology
Donna Hankins, Program Analyst for Technology Services
Diana Kerfoot, Purchasing Manager
Michele C. Gutierrez, Senior Staff Assistant II to the Governing Board
Yolanda Peña, Interim Program Coordinator for Staff Services to the Governing Board

Meeting called to order at 4:05 p.m.

1. PUBLIC NOTICE
Procedural: 1.01 Notice of Meeting and Procedures

2. OPENING OF MEETING - 4:05 p.m.
Procedural: 2.01 Call to Order
Roll Call – Technology Oversight Committee attendance was established via self-introductions.

3. CALL TO THE AUDIENCE
Call to the Audience: 3.01 Guidelines to Address the Technology Oversight Committee – 4:08 p.m.
Lori Riegel asked for a motion to move Call to the Audience to after the Information items.
Motion by Duncan Simpson, second by Harry McGregor.
Final Resolution: Passed.
Yes: Lori Riegel, Duncan Simpson, Harry McGregor and Lailani Yepiz.

4. INFORMATION ITEM(S) I
Information: 4.01 BoardDocs – 4:09 p.m.
INFORMATION ONLY
Lori Riegel asked if a voting member could access BoardDocs online while at home.
Michele Gutierrez replied yes.

5. ACTION ITEM(S)
Action: 5:01 Motion to Approve August 2019 Meeting Minutes – 4:09 p.m.
Motion to approve minutes as amended during discussion.
Motion by Harry McGregor, second by Duncan Simpson.
Final Resolution: Motion Passed.
Yes: Lori Riegel, Duncan Simpson, Harry McGregor and Lailani Yepiz.

Persons commenting and/or asking questions were Duncan Simpson and Harry McGregor.

6. INFORMATION ITEM(S) II
Information: 6.01 Update on Recent RFPs or RFQs - 4:13 p.m.
INFORMATION ONLY
Diana Kerfoot stated that there are no RFPs. RFQs for replacement phones and will be done as a quote process; Donna is taking care of that.

Harry McGregor commented.

Information: 6.02 Update on lifespan of computers in HS libraries - 4:14 p.m.
INFORMATION ONLY
Blaine Young stated that school campuses are dependent on funding source and at this time purchases would come out of their site budget and based on site prioritization. Blaine mentioned that they are aware of the technology that is out there and the age of the technology at the schools. Also, want to go out for a bond to provide a capital source that could have a true life cycle model in terms of how to refresh technology and if awarded a refresh of campus-by-campus replacing equipment from oldest to newest will be conducted.

Persons commenting and/or asking questions were Lori Riegel, Duncan Simpson, Harry McGregor and Lailani Yepiz.

Information: 6.03 Update on search and print function for district stats - 4:21 p.m.
INFORMATION ONLY
Blaine explained that the print issue was taken back to the Microsoft Team. The ability to print from Power BI is limited to a page-by-page print of a report. We are working with the Microsoft Team for a solution. The results and a timeline for resolution will be brought back to the committee.

Persons commenting and/or asking questions were Duncan Simpson, Harry McGregor, Rachael Sedgwick and Lori Riegel.

Information: 6.04 CTO Update - 4:25 p.m.
INFORMATION ONLY
Blaine Young provided an update on the following items and asked that James Butler and Rabih Hamadeh also provide information:

- Launch of VILs at Mansfeld Lawrence and Pueblo Gardens.
- One-to-One devices program at Palo Verde High School.
- Transitioning from Brightbytes to Edupoint Synergy MTSS system for inputting discipline or interventions.
- Destiny Follet getting an upgrade to Resource Manager, which has the capability to track devices and track the condition of those devices.
- O365 Teams and SuccessMaker issues – We have priority one triage teams that are working on both issues.
Persons commenting and/or asking questions were Lori Riegel, Harry McGregor, and Rachael Sedgwick.

**CALL TO THE AUDIENCE**

**Call to the Audience: 3.01 Guidelines to Address the Technology Oversight Committee - 4:39 p.m.**

Lori Riegel read the guidelines for Call to the Audience.

Person(s) who spoke at the Call to the Audience: Lillian Fox spoke regarding the Power BI problems in regards to copying being a bigger problem than mentioned; problem with computer equipment for the Nurses Office at school sites and nursing staff having to print to printers outside of their office; a printer is needed in the office due to HIPAA violations; and schools receive library book donations but don’t know what kind of condition they are in. Library Assistants need the information on how frequent books are used.

Lori Riegel closed out Call to the Audience at 4:43 p.m.

TOC Chair, Lori Riegel, asked if committee members wanted to respond to Call to the Audience.

Lori Riegel commented in regards to the printing of documents from the nurse’s office.

Harry McGregor asked for the status of secure print capabilities and proximity of printers to HIPAA controlled areas to be added to the next agenda. Also, status of electronic document signing within the health office area and maybe something tied into ParentVue.

**7. STUDY/ACTION ITEM(S)**

**Study/Action: 7.01 Items for annual presentation to TUSD Governing Board - 4:47 p.m.**

Lori Riegel explained to the committee that they will be giving their annual presentation to the Governing Board in October and would like to get topics from members and finalize at the next TOC meeting. Suggested topics included:

- Topic of what was covered at retreat
- Screen shot from Cooper Center
- Remote with other schools in other countries
- Using technology to enhance education
- Sub-topic under using technology to enhance education include Verizon
- 0365 – screenshot of what a student dashboard looks like on 0365
- Brief overview of TOC participation on RFP’s/RFQs, how district followed procedures and share results like Access Points

Persons commenting and/or asking questions were Lori Riegel, Harry McGregor, Rachael Sedgwick, and Rabih Hamadeh.

**8. FUTURE MEETING DATE(S)**

**Procedural: 8.01 Select date/time for next TOC Meeting - 4:54 p.m.**

Lori Riegel asked if everyone could meet on Thursday, October 3, 2019 to finalize the presentation for the Governing Board, so they can still present on October 16, 2019.

All TOC members agreed to the October 3, 2019 date.
9. ADJOURN MEETING
Procedural: 9.01 Adjourn Technology Oversight Committee – 5:00 p.m. -
meeting adjourned

Approved this _______ 3rd _______ day of October, 2019

TUSD GOVERNING BOARD TECHNOLOGY OVERSIGHT COMMITTEE

By __________________________
Lori Rieger, Chair
Technology Oversight Committee