



Information Technology Department TLC Meeting Minutes

Date: Feb 27, 2008
Meeting: Technology Leadership Committee (TLC)
Topics: Approve Hardware/software, Selection Process, and Status
Location: SAB Room 206
Prepared By: Luke Fox

These minutes represent the areas discussed, the decisions reached and the agreed upon action items.

Attendees:

Present	Name	Dept/Campus	Present	Name	Dept./Campus
x	Luke Fox	IT	x	Ida Thompson	ITS
x	Mark Leslie	IT	x	Dr. Robert Kirton	CATE
x	Doug Bennink	IT		Carla Burton	CATE
x	Nicole Riddle	C&I		Andress Carter-Sims	C&I
	MaryAnn Sansonetti	ITS	x	Madell Dubrushin	ITS
x	Lashonda Outing	Procurement	x	Kathy Sutusky	Eau Claire HS
x	Tambra Pingle	Gibbes MS		Pamela Kimbrough	Eau Claire HS
x	Cindy Ferjani	IT	x	Chanta McCoy	IT
x	Linda Bartone	ITS		Toni Gardner	C&I
x	Renee Mathews	C&I			

Meeting Notes

1. Luke called meeting to order.
2. Welcome/Introductions – None.
3. Minutes from the Jan 30th meeting reviewed. No changes/additions. Minutes approved.
4. Consent Approval of Hardware and Software.
 - a. Hardware
 - i. Alcorn/Kathy Carson
 1. Dell Optiplex 745 – 11
 2. SMARTBoard Erasers – 11
 3. SMARTBoard Pens – 5
 4. USB cables
 - ii. Crayton/Monica Rook
 1. SMARTBoards – 8
 - iii. Eau Claire/Kathy Sutusky
 1. Tungsten Palms (district standard for CWTs) – 4
 - iv. C. A. Johnson/Lechel Pitts
 1. Air Liner Wireless Slates
 - b. Software
 - i. Scholastic Keys
 - ii. Photo Story 3
 - iii. Smart Music 10
 - iv. TI Smartview Emulator
 - v. eWalk
 - c. Chanta McCoy briefed status of in-progress technology requests. Status chart will be posted to TLC web page.



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5. Technology Projects Requests reviewed.
 - a. After School Software – RFP at Procurement for release.
 - b. Instructional Management System (Edsoft current system) – scope of work at Procurement
6. Technology Installation Status
 - a. Phase I (Technology Infusion Project) – Complete; two projectors (Eau Claire and CAJ)
 - b. Phase II – Chanta scheduling single site surveys for schools whose requests have been approved by C&I
 - i. Priority given to A+ then Priority schools then all others (provided they have submitted their requests)
 - ii. Site survey will include data cabling, electrical contractor, maintenance (to oversee electrical contractor), and board/projector vendor
 - c. Phase III – District Funded – not yet started
7. Technology Selection Process (flowchart) discussed.
 - a. Ida Tyler asked why requests were being sent to her. Luke stated this was the flow agreed upon by Renee. Renee asked for the requests to go directly to her. Luke will change this on the flowchart and post the flowchart on the TLC web page.
 - b. Group decided to add portable LCD projectors as an item exempt from TLC approval.
8. New Help Desk Support Portal demonstrated by Luke.
9. Chanta informed group that the SMART 680i integrated device was pulled from production by SMART.
10. Dr. Kirton presented information on the use of an integrated Promethean board/projector.
 - a. Group discussed if a single district standard was required.
 - b. Group discussed if schools should be required to have a standard (not mix SMARTBoards and Promethean boards at the same school.

Action Items: (Items shaded are complete)

ITEM	DATE	ISSUE	PARTY RESPONSIBLE	DATE DUE
1	Nov 28	Add an IT person to the Textbook Adoption Committee	Nicole Riddle	TBD
2	Feb 27	Change flowchart to have requests go to Renee Mathews	Luke Fox	Mar 7
3	Feb 27	Post In Progress Technology Requests document on TLC web page	Chanta McCoy	Mar 7
4	Feb 27	Schedule Phase II site surveys	Chanta McCoy	TBD
5	Feb 27	Post correct forms and directions on TLC web page	Luke Fox	Mar 7
6	Feb 27	Add portable projectors as a TLC exempt item to the exempt items document on the web page	Luke Fox	Mar 7

Request for Information Log:

RFI#	Description	Date Sent	Requested Response Date	Response Date	Remarks

Preparation for Next Meeting:

Date/Time: Mar 19, 2008
 Location: SAB Room 206
 Preparation Required: None