

TRAC MEETING MINUTES

March 13, 2007

HR Conf Room - 7:30 A.M.

Those in attendance:

Dwight Humphrey
Luann Hiler (substitute for Bill Hodges)
Doug Kissler
Steve Herzog
Anita Gregg
Pat McGraw
Chris Stutler
Jed Bowman

Meeting opened at 7:41 A.M.

Review January Meeting Minutes – *See handout TRAC Mtg Minutes 13 Feb 2007*

Previous action items:

✓ **TRAC Communication Plan – P. McGraw**

- Talking points and background of TRAC needed. D. Humphrey/A. Gregg to provide.
- Communication Plan will provide district awareness of the process involved in technology review and adoption process. An important aspect of the Communication Plan would be the promotion of the TRAC website.
 - TRAC Website Update – D Humphrey - *See projected webpage*
 - * Susan Miller has revised site.
 - * Viewer can click on any project to review status and can eventually see outcome and updates about the project.
 - * Suggested Q & A and/or FAQ pages needed
 - * Change - add professional title for Steve Herzog

ACTION ITEM: J. Bowman to bring back school technology plans for next meeting. Schools should have a one-year or longer (five-year) technology plan in place for their school improvement plan.

The Computer Replacement plan for the school, for example, should be identified for each individual school. Generally, any computer over 5 years old is slated for replacement. However, schools can buy new computers if they have the funds in their individual budgets. Minimum standards (# of computers per classroom or # of students) for schools may be considered too low. Many schools were aggressive in purchasing new computers (or other equipment) in the past and others just sat and waited for ITS to provide. Suggested that this process has been a somewhat haphazard and requires review. There is inequity in the number of computers per student for each school. ITS needs to target an optimum number of computers in a building. This may need to be defined by Learning Services.

✓ **CSNAP meeting update – J. Bowman**

- The CSNAP group (V. Wilcox, J. Greeno, D. Kissler, D. Humphrey, P. McGraw and J. Bowman) met and agreed to have all assessment data reside in house.

NOTE: There will be an important ITS & Learning Services Summit tomorrow, 14 March from 10:00 am to 1:00 pm at UCC

CIO Hiring Update – S. Herzog

The final CIO interviews are complete. A single candidate has been determined and the district is negotiating salary at this time. The candidate will meet with S. Herzog on 14 March. His references have been explored and it is looking positive for the candidate to accept the CIO position. Currently, this candidate is in the process of learning what is ahead for the school district. He is a Colorado resident with children as students in DCSD schools. Candidate does not have a background in education, but private industry.

Budget 2007-2008 Discussion

CAP Reserve Committee Update – S. Herzog

- The Cap Reserve Committee has had opportunity for an initial review.
- It is important to get the new CIO on board before major expenditures are made. The Data Center relocation to the property on Ridgeline Road may not go through, as the building was found to be inadequate. There is a 19 March deadline for a decision to move ahead with the purchase. The building needs work – such as a new roof, air conditioning, power upgrades, etc. There are also parking limitations. However, the cost is \$106 per square foot which is considered good for commercial property in the Highlands Ranch area.

A Castle Rock property is another possibility for the Data Center relocation. CREDCO would prefer to keep DCSD in Castle Rock. There is a possibility that, within six months, a building may be available on Perry Street. It is 15,000 sq ft of new commercial construction. The space is adequate for a Data Center. The district is currently negotiating with the builder. The cost is per square foot is expensive - over \$200. Partnering with other agencies such as Douglas County and the Town of Castle Rock is attractive - if only they could provide funds to back up their support of a combined facility.

LISTS OF PRIORITIZED PROJECTS

Priority of projects from Bond Interest Earnings and Cap Reserve 07-08:

1. Data Center Relocation – This includes Disaster Recovery - Funded from Interest Earnings 07-08
2. WAN – Current state for schools is that bandwidth is maxed out with speed and access impacted. May need to be a multi-year upgrade. Funded from Interest Earnings 07-08
3. On Line Learning Center – Currently exploring possibility with Jones University – Funded from Cap Reserve 07-08. NOTE CORRECTION of TRAC minutes taken 13 February 2007. Online Learning Center is *not* funded from budget override.
4. DLMC Library Automation System - RFP indicates less than original cost estimate of \$200,000. Closer to \$180,000 to \$190,000 are the current estimates – Funded from Cap Reserve 07-08
5. Online Performance Appraisal – Funded from Cap Reserve 08-09
6. I-Procurement – Funded from Cap Reserve 08-09
7. Electronic IEP System – Funded from Cap Reserve 08-09

Projects from other funds (07-08):

1. Benefits Open Enrollment – (Risk Fund)
2. Nutrition Services – (Nutrition Fund)
3. Fixed Asset Module – (Business Services)

Projects already funded (07-08):

1. Data Warehouse Relocation
2. Survey Tool
3. Curriculum/Assessment Repository
4. Phase 2 - Balanced Score Card
5. World Language
6. Digital Educator Expansion

Discuss the roles and responsibilities of TRAC member

- Our role is to advocate and integrate within individual departments what the TRAC determines as priority. The idea is to make sure everything fits together technologically.
- Prioritize projects within TRAC to bring forth to Cabinet. This will save time in Cabinet discussion. Cabinet can be assured that the necessary review has been complete. However, the Superintendent can veto any project. TRAC has the responsibility to educate the Superintendent and Cabinet.
- Suggested that the CIO should come into the TRAC.

ITS Hardware and Software Infrastructure Project Updates

There is an Identity Management Demo on Thursday, 15 March and Friday, 16 March. Oracle consultants have been available to ITS to assist with the implementation of Identity Management. This should result in a cost saving to the district. The demonstrations are open to all TRAC members.

TRAC Project Status

- No new submissions

Submitted Projects (waiting for additional information)

- Assessment Data Warehouse
- Survey Data Warehouse
- District Library Media Center

Project Updates in Definition Stage

- Fixed Asset Module Implementation – Phil Onofrio
- World Language Initiative – Brien Hodges
- Learning Center Course Management System – Mike Lynch

Other Topics/Updates

Important meeting to note is the ITS and Learning Services Summit tomorrow!

NOTE: Next meeting is Tuesday, April 10, 2007 - 7:30 to 9:00 A.M. in the HR Conference Room

Meeting adjourned 8:52 A.M.