

# TRAC MEETING NOTES

June 10, 2008

ITS Conference Room - 7:30 AM

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Those in attendance:

David Hart	
Bill Hodges	Randy Weldon
Kim McMonagle	Doug Kissler
Diane Doney	Anita Gregg
Dwight Humphrey	

~ Meeting opened at 7:35 AM

- Review previous meeting minutes and action items -
  - New warehouse building update – Building has been purchased. Present plan is to have ITS and Business Services move into this space in about one year.
  - Supply and Demand Analysis – ITS resources and project time analysis information has been reported out.
  - Application Development % of time spent on projects – Projects vs Support & Maintenance data has been captured.
  - Reviewed Master Project list - 5 or 6 projects have been completed.
- Project Updates
  - Halogen Employee Appraisal System – Trainings have been scheduled through Staff Development. More licenses have been provided due to recent Webinar problems. An 18 month contract vs 6 month contract has yet to be decided. Suggested that it is best to match the District's fiscal year. Hosting and maintenance annual fees apply. \$85,000 in licensing is the one time fee. Each year there is a \$25,000 maintenance fee and \$33,000 hosting fee. Halogen will be hosting information. Suggested to bring the project in house sometime in the future. FYI - Licensing (most? some-but not all?) fees come out of Cap Reserve funds at this time.
  - Nutrition Services – Inventory system, accounting and technical issues are being addressed. Anticipated to have this completed within the next week. Status and progress good.
  - SIPA – Online Credit Card. This project will be phased. Project group working with the contractor. Push is to be ready for the new school year payments. The question of who pays the processing fee has not yet been determined. At this time, parents to cover CC processing fee. David to address with Steve. Parents waiting in line to provide payment will be lessened/eliminated as parents will have the ability to pay on-line at home. E-check is still a possibility. Training schedule for bookkeepers and training of leadership has yet to be determined for secondary schools. Childcare and Nutrition Service fees have separate programs that are similar. Goal is to have SIPA be the sole provider for on-line payments.
  - WAN – Doug has met with County, State and Federal representatives about Unite. State and Federal reps recommends that the County not partner to use Unite or any other private/public partnerships. Ownership and maintenance of conduit is again yet to be determined.
  - Data Validation Project – There has been an audit of IC data for accuracy. All registrars have reports about any data that is in question. All data needs to be corrected before state reporting. Student Records to follow up with school registrars. This will clean up data in a timely manner and should eliminate future data inaccuracies. Weekly reports have been generated. Daily reports are also an option. Effort is to be prepared for the October count. Planning and principals can

- better rely on the information for funding. Suggested to be a time consuming process that is necessary! Student Records to provide a report to Learning Services about any areas (specific schools) where accuracy concerns are still a problem.
- Hope/eDCSD Update – Hope Online is set up within IC. Project is on time and moving forward. Transitioning from Jones to NNDS is underway. Suggested that a representative from curriculum should be included in eDCSD meetings. The present plan is to purchase curriculum for grades 4-8, 11 and 12. There is a scheduled meeting next week about the kick-off with the technical team.
  - IC/Helpdesk Performance – IT has seen IC performance issues for the last couple of weeks. Maintenance has been completed and performance has been improved. Load tests will be in the future. Two areas of concern are the Grading Period time and Online Classes Registration time. Helpdesk performance has also been a problem due to the Data Center move. Problem has been resolved.
  - Virtual Learning Environment Project – Project Charter will be assisted by a contractor. Next month, this information/submission will be presented to TRAC.
    - Project plan will be created impacting other project resources.
    - It is important to follow the TRAC process for newly submitted projects – ITS will assist with the TRAC submission process for the Virtual Learning Environment.
    - Questions and Answers – ITS will assist with scope, design, staff, resource etc. issues. Project Charter will provide more detail to define responsibilities in the different departments. Resources to come from a successful election in November as well as existing budgeted funds. Hardware, most software, consultants and internal resources devoted to the project can use bond funds. Student learning is the focus with adult learning in the future. 2009-2010 SY is the targeted year.
    - Represents five projects from TRAC which all come under this umbrella of the Virtual Learning Environment project.
  - Master District Calendar – Suggested that a Master District Calendar would be beneficial to all departments. Maintaining such a calendar can be extensive. The Chief of Staff should own this calendar. Pat will determine the criteria to be used. Need to determine if this calendar will be for an internal or external market (or both). Recommended that the calendar should reside on the district portal. Recommended that one moderator determine what content is included. Tool yet to be determined. **ACTION item** for Pat to own and define a process, filter, content areas... for a Master District Calendar.
  - Miscellaneous Topics – none

### Other Topics/Updates

~ Meeting adjourned 8:43AM

Next meeting is Tuesday, July 8, 2008 - 7:30 to 9:00 AM in the ITS Conference Room