

# TRAC MEETING NOTES

May 13, 2008

ITS Conference Room - 7:30 AM

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Those in attendance:

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

~ Meeting opened at 7:35 AM

- Review previous meeting minutes and action items
  - New warehouse building update – Architect conducting department interviews to gather information about work areas required. Due to go to the BOE for recommendation to purchase on May 20. \$4,050,000 price tag. Report from architect within the week. Target date to occupy is May 2009. Atchison Way lease will be up at that time. Still not decided what other staff will move into this space.
  - eDCSD/Hope Update – Jones Knowledge system will have to be transitioned to NNDS – Jones contract is a problem and they are unable to meet the needs of the District. All courses will be pulled back from Jones Knowledge and moved to NNDS. Transition to NNDS will be completed in time for next school year. Jones has committed funds to assist with the transition. Legal Services to review. Still ready to go in September 2008 for eDCSD course start up. Online school will start after Labor Day! 60 full time students at this time. Break even point is 200 students.
- Project Updates – (see updated list) – one through six are completed. Limited “scope creep” and effort to get projects into a completed phase.

Completed Projects

- Business Services Financial Statement
- Student Online School Check-In
- eTextbooks – The proof of concept is underway. Electronic textbooks may become available district-wide in the future.
- Assessment Data migrations – Data Warehouse (SQL) – phase 1 complete
- eBenefits – a second phase will be needed in the future. Project viewed as successful thus far. Suggested that HR put on website to reference that expenses are covered by Cigna for the newsletter production.
- eRate Audit – The audit has been completed in three weeks. Much data was gathered and several interviews in schools. Bills were verified and no errors found and no financial costs to the district. The audit produced three findings: proof reading recommendation, document verification suggestion and requirement to maintain records for 5 years. Their report will be available within the next few months. Additionally, there will be another audit again within 30 days for a different year!

Active Projects

- Nutrition Services Inventory – Project in progress and system implementation coming soon!
- SIPA consultant has been engaged and the credit card processing plan is in place. Eventually, all fees will run through this system. Only the student part will be ready by 8/2008. A convenience fee for credit card use will be charged to the user. Communications have not yet gone out. The window for communications into secondary schools is now limited with the end of school year soon. Bookkeepers

will be the point of contact. Convenience fee may be a problem. Business Services could possibly cover fees. An estimate of fees is needed first. However, the public has an expectation for payment online and the schools are requesting this option. Credit card payment is an option and other methods of payment will still be accepted.

- WAN discussions continue w/Qwest. A proposal has come in and is very different from past proposals. County discussions still underway as a joint venture. UNITE is a company that is able to build out as a private construction of the WAN. Some conduit already installed in the Highlands Ranch area. Any potential obstacles within the County can be assisted from Steve's office. Randy invited to meeting this week with Douglas County.
- Library Automation implementation has gone well.
- IC is slow as usage increases at the end of year. A national usage group will be formed to assist with vendor (IC) customer service.
- Project #18 eDCSD will be phased in. The stated end date is Dec 2008 for the initial phase.
- Projects #27 and #4 appear similar. The difference is #4 is Phase 1 is data input for Learning Services only and #27 is a bigger picture of all District Data Warehouse.
- 21<sup>st</sup> Century Learning (#23 on the project list) has Randy and Annette as sponsors. Other projects are interrelated. Bill H. to be added.
- NOTE: No new submissions this month.

▪ Supply and Demand Update

- Current projects (see handout) – Application Development has come up with a time analysis document. 49% of their time is currently spent on projects. Support and maintenance takes about 27% of their time. Misc., time away, training, admin time, vacation takes about 24%. More time would like to be spent on projects. This will take additional support and maintenance. The “power users” will be the first line of defense for support. Eventually, looking to have 70% time spent on projects. Help Desk is support before questions and concerns are directed to Application Development. Phone calls (Help Desk type) should not go directly to App Support.
- (see handout) Microsoft Project was used for the allocation of time study. This will give weight to the use of contractors, outside vendors, additional hiring recommendations and project holds due to resource limitations. There is a clear indication of over usage. ITS is attempting to understand and allocate resources appropriately. Microsoft Project is the tool used to track information.
- Strategic Plan projects are moving forward.
- Bond/Budget Election Impact – Projects may be impacted as this process becomes top priority from the BOE.
- Q - What about Central Registration? A - This project has been talked about, but not brought forward as a submission. A Project Manager needed. A Central Registrar to be hired to handle eDCSD only. However, this is different from central registration district wide. Regionalized Central Registration is the direction of the district. This would have HR implications in that each school currently has a designated registrar. Implementation to be in 2009-2010 SY. Team to be put together. There should not be a huge technology component to Regionalized Central Registration.

**Other Topics/Updates**

~ Meeting adjourned 8:53AM

Next meeting is Tuesday, June 10, 2008 - 7:30 to 9:00 AM in the ITS Conference Room