

TAC Meeting Minutes (Feb 2023)

Date: February 13, 2023

TSSC Annex Lobby

Physically present:

Beth Anne Carr, Dr. Phillips, Kathy Brooks, Robert Sanders, Danielle Thomas, Tanisha Scott, Linda Ferrara, Naveed Syed, Maximo Rosario, Guy Barmoha, Kevin Williams, Ernesto Perez, Denise Roberts, Terrence Wilson, Marsha Wagner, Olayemi Awofadeju, Denise Vajanc, Jason Greenberg, Richard Baum, Charlene Collins, Darlene Cimilluca, John O'Bryan, Raysa Lugo, Janis Wint

Virtually present:

Peter Eschenbrenner, Karl Yeats

Official Business: (*Quorum was not met so this meeting is "informational only"*)

Meeting Minutes (Jan 2023) approval:

Unable to be officially approved.

Membership training requirement status:

Approximately 45% of members are still pending the completion of the required training. While some are due to very recent appointments, all pending members will be requested to complete their training prior to the upcoming March meeting.

Officer Election Subcommittee update:

Due to a schedule conflict, the subcommittee was unable to meet - No update to report at this time.

Chair / CIO Topics:

Chair:

No new topics

CIO:

In consideration regarding a new communication platform, "Let's Talk". The purpose is to allow external people to reach District contacts for follow-up after sending questions or concerns, and be confident that it was addressed, and if not, to see when it is escalated to higher levels. Criteria can be set regarding when and whom to escalate communications as well as other filters. This will remove the need for parents to search through the organizational chart to discover who should handle their questions and to know it didn't get overlooked. Upon further discussion with the vendor, a demonstration and greater details will be requested for the TAC membership.

Active Technology-Oriented Topics:

(Bid 23-253) Capturing & Archiving Text Messaging (Maximo Rosario)

No significant changes from previous discussions. Continued progress toward Board approval of the agreement with focus upon District issued mobile devices only.

Student Information System (SIS) (Karl Yeats)

No significant changes from previous discussions. Training held last week with schools/staff related to secondary scheduling, elementary scheduling, and enrollment.

- Question (Linda Ferrara): Will current reporting activity be carried over to the new system?
- Answer (Karl Yeats): Yes, A gap analysis will be done to ensure current activity and reports are identified and will continue to be available.

Brainshark (Eric Chisem and Alex Macri) (*Absent – Stand-in Speaker: Kathy Brooks*)

This may be in the process of being pulled and not go forward during the February Board meeting.

- Question: Potential error in reference to “Guardrail 3” which should be “Guardrail 2”.
- Question: Can this identify data, such as program usage, user performance data and reports?
- Question: Are all 25 licenses being utilized?
- Answer: We will bring this to Eric Chisem’s attention for correction and follow-up.

Social Issues Response Series (SIRS) (John O’Bryan, Innovative Learning)

Identified speaker correction from Ritchie Baum to John O’Bryan. The product’s purpose is to provide guiding safe curbs, but not limit teaching freedoms regarding social, political, and current affairs.

FinalSite – (Charlene Collins)

A demonstration was set up with the Governance team. Coordination is being set up to provide a larger-scale demonstration for all interested organizations. Dr. Phillips mentioned that his experience has been very positive with FinalSite. They have significant experience in migrations using templates such as ours and will provide the heavy lift in relation to the overall implementation and training involved.

Ariba demonstration feedback – (Mary Coker) (*Absent – Stand-in Speaker: Charlene Collins*)

FA follow-up to the demonstration held just prior to the meeting (1:00 pm – 2:30 pm)

Current targets are to initially focus on the process flows and business rules. The intention is to ensure this moves quickly, but correctly! The goal is to do it right the first time with no need for “customizing” in order to fit and with product transparency between related systems such as Maximo and Success Factors.

- Question: Will the current “lift and shift” (SAP Hosting) impact this project?

- **Answer:** The SAP Hosting effort is the priority and doing this at the “right time” rather than just “quickly” will ensure nothing impacts the effort.

SuccessFactors – (Kathy Brooks)

A demonstration was held with the users last week, which identified some modules that were not originally purchased. Currently, we anticipate a March implementation.

Instructional Software Supplemental List – (Guy Barmoha)

The current list was put before the schools and staff last year for feedback. Additional cleanup is in progress; however, this requires school involvement to ensure their needs are considered for approval. One challenge is that some requests come forward, but without enough schools to indicate an adequate need. Another challenge seen is that schools need to provide identify both the fund source and spend authority, which takes time to process. This requires needs to be anticipated in advance, such as during the start of the year, rather than late in the year when it won't have time to actually have an appropriate impact.

- **Question:** Is there a “minimum cut-off” regarding the number of schools in order for the request to be approved?
- **Answer:** There is no official minimum, but currently 10x schools is the general goal. However, any request can be considered if there is a strong enough need.
- **Question:** As the list is on the District Intranet, can a copy be shared with the TAC membership for the benefit of those external members who do not have access?
- **Answer:** Yes, this will be made available for members to review for further discussion.
 - **(Follow-up Task)**

School Messaging – (Kathy Brooks)

IT is working closely with PWS on the RFP process. The goal is to identify a single service or perhaps two with one being primary and another to use in secondary that take into consideration the needs of the users. These needs were captured through a ParentLink survey on the topic. This survey was provided to all parents, teachers, school administrators, tech college students, and in the four core languages. This survey identified preferences in which capabilities should be available, such as convenience and security, but also, what negative traits should not be implemented, such as third-party access and advertisements.

IT Policies (TAC Review/Feedback) – (Kathy Brooks)

Policies 8520 & 8560 were provided to all members for review and feedback in January. No concerns or questions regarding the policies have been brought forth, however, if any do come up afterward, please send them for further discussion. The Committee was reminded to please review the outstanding policies for feedback prior to the next TAC meeting in March.

- **Question:** Procedures were understandably removed from policies; however, will they be placed in another accessible location for convenient access?
- **Answer:** Per Dr. Phillips, departments maintain their procedures internally as they are primarily in the interest of the staff involved. However, this suggestion is worth

exploring further as making a central procedure repository would ensure regular review and transparency.

New Topics:

B-Stock status request

- Question (Denise Roberts): What is the status of the B-Stock process, and can we deliver items?
- Answer: (Dr. Phillips): Recently brought before the Cabinet. The current challenge is not enough trucks or personnel necessary to process items, as well as a shortage of space for textbooks. The conversation is continuing with Mrs. Marte and Mrs. Motiwala. Once more information is known, details will be shared with the schools.

ChatGPT AI software

- Question (Guy Barmoha): Has ChatGPT been discussed regarding defining plagiarism and blocking it across the network?
- Answer: This is blocked from student access, but still open to the staff. As for defining plagiarism, there are efforts to ensure it is not used by students. As that plagiarism involves using other writers' work as your own, and there is no other writer involved in this, the current consideration is whether it should be defined as "Originality" rather than "Plagiarism". Unfortunately, this will only increase in use and while some capability is available to recognize its use, it will be a continuous arms race to stay ahead of it.

Meeting Adjourned