

Technology Oversight Committee Charter

Governing Board Approved September 12, 2017

Mission

The Tucson Unified School District (TUSD) Governing Board, in collaboration with the District's technology leadership, established a Technology Oversight Committee (TOC), the purpose of which is to provide advice to the District's staff and Governing Board as it upgrades its information technology.

Scope

The Committee's specific responsibilities and goals are:

1. Serve as a forum for discussion of district technology plans and IT services.
2. Make recommendations to the District staff and Governing Board on its technology plans to support educational needs, cost-effectiveness, and compatibility with projections of future technology needs.
3. Make recommendations to the District staff and Governing Board on maintaining the progress of ongoing technology projects and in setting priorities for new technology initiatives and spending.
4. Make recommendations to the District staff and Governing Board to assure compliance with ADE (Arizona Department of Education) and CIPA (Children's Internet Protection Act) technology requirements.
5. Select up to two members from the committee to serve on district RFP evaluation committees for technology purchases made pursuant to the district's technology plan.

Governance and Operating Principles Membership

The Technology Oversight Committee consists of nine members appointed by the Governing Board, eight community members and one student member. The eight community members can be appointed for terms not exceeding four years; the term of the student member is one academic year, but a student member can continue to serve during the summer until the next student is appointed. All committee members may be reappointed. All committee members are uncompensated. The Committee shall annually elect a Chair and a Vice Chair who presides in Chair's absence. The student member may be a resident in the District or be open enrolled in a TUSD school.

Each Committee member should have expertise in one or more of these areas:

- a) Design and Management of data and telecommunications infrastructure.
- b) Deployment and management of servers and desktops.
- c) Enterprise application software.
- d) Educational Technologies and practices, including software.
- e) Procurement of such products and services.

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The following individuals cannot serve on the Technology Oversight Committee:

- a) Anyone who, within the last two years, has been an employee of TUSD or sold goods or services to TUSD.
- b) Anyone who owns or has a direct and material interest in a company, or who holds a leadership position in an entity, which provides substantial goods or services to TUSD.
- c) Anyone who has participated in litigation or other legal matters against TUSD.
- d) A close or immediate family member of anyone who would be prohibited from serving under (a-c). *The term "close or immediate family member" includes parent, sibling, non-dependent child, spouse, spouse equivalent, or dependent, whether or not related.*
- e) An individual who would otherwise be excluded may serve if, after full disclosure to the Governing Board, the potential conflict of interest is not material and does not appear so from the public perspective.
- f) Any member who develops a conflict of interest while on the Committee must disclose such conflict. The other Committee members shall, by majority vote, make a recommendation to the Governing Board, which will decide whether to remove and replace the affected member.

Complete applications to join the Committee should be forwarded directly to the Committee chair. The Committee may or may not, at its discretion, make recommendations to the Board concerning applications received.

The Committee may request that the TUSD Governing Board dismiss from the Committee any member who has had three consecutive unexcused absences or five absences in any twelve month time period. Requests to the Governing Board to dismiss require a majority vote of a quorum of the committee.

Meeting Practices and Schedule

The Committee meets at least once per month, and at additional times when necessary, to fulfill its responsibilities.

The Committee shall meet in public and must adhere to the Open Meetings Law. Minutes are to be taken and filed/published.

The Committee agenda is set by the Chair in collaboration with district leadership. Any member wishing to place an item on the agenda will do so by notifying the Chair of the item at least 48 hours prior to a scheduled meeting.

A quorum (simple majority of the voting Committee members) is required in order to meet and conduct business. If there is a vacancy or vacancies on the committee, then a majority of the remaining voting members of the committee constitute a quorum, except that a single member of the committee does not constitute a quorum. A simple majority vote of the quorum is the minimum requirement for making decisions. Members who are physically absent from a meeting can participate through audio or video connections.

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As necessary, subcommittees and ad hoc working groups may be established with the oversight of the steering committee, for special tasks to be performed on a short term basis. Function and duration of these committees will be task specific and if the task appears to be permanent, a standing committee should be formed. The subcommittee membership may contain Committee members, internal staff and external uncompensated consultants. The participating Committee members must be smaller than the majority of current Committee members, so as not to meet the requirements of a quorum. The advice/recommendations of a subcommittee/working group will be submitted to the Chair for addition to the Agenda and must be deliberated by the parent advisory committee (TOC).

The Committee reports and meets with the Governing Board annually, its activities, findings, and recommendations. Reported findings should include any significant failure to comply with laws, district policies or regulations.

District Support

The Committee, in consultation with the Governing Board, may have access to all information it deems necessary to carry out its duties, consistent with Arizona law.

The Committee may ask members of management or others to attend its meetings and provide pertinent information as necessary.

The Committee may request information from TUSD that the Committee deems necessary to carry out its duties and responsibilities. These Requests for Information will be made only by the Committee Chair. Any member wishing to request information will do so by submitting, in writing or through e-mail, the request to the Committee Chair for approval. If the Committee Chair approves the request, the Committee Chair will then send the request to the Chief Information Officer or designee for processing. If the Committee Chair does not approve the request, two members of the Committee may override the request denial. In the event of an override, the Committee Chair is required to submit the request.

Self Assessment

The Committee reviews its Charter annually, reassesses the adequacy of the charter, and recommends any proposed changes to the Governing Board.

Delete: The Committee conducts an annual self-assessment and describes to the Governing Board, in a written report, how it has discharged its duties.

Adoptions and amendments to the charter shall be by affirmative vote of the committee quorum and by passage of the Governing Board.