

**Minutes of a Meeting
of the
Texas Computer Cooperative
Management Committee**

A meeting of the Management Committee for the Texas Computer Cooperative (TCC) was convened on Thursday, February 22, 2007, at 9:30 a.m. in the Real and Maverick Rooms of the ESC-20 Conference Center. Dr. Terry Smith, Chair, presided and the following attended:

Mr. Adrian Garcia	Education Service Center, Region 1
Mr. Eduardo Infante	Lyford C.I.S.D.
Dr. Linda Villarreal	Education Service Center, Region 2
Dr. Julius Cano	Education Service Center, Region 3
Ms. Judi Sparks	Education Service Center, Region 3
Mr. Robert Wells	Edna I.S.D.
Dr. Steve Hyden	Education Service Center, Region 5
Mr. Scott Campbell	East Chambers I.S.D.
Ms. Elizabeth Abernathy	Education Service Center, Region 7
Ms. Tonya Knowlton	Big Sandy I.S.D.
Dr. Rob Scott	Education Service Center, Region 12
Dr. Pat Pringle	Education Service Center, Region 13
Ms. Gloria Thomas	Education Service Center, Region 15
Mr. John Bass	Education Service Center, Region 16
Mr. Larry Appel	Dumas I.S.D.
Ms. Holly Lee	Education Service Center, Region 17
Ms. Nancy Dunnam	Education Service Center, Region 18
Dr. Sylvester Perez	Midland I.S.D.
Mr. John McCauley	Education Service Center, Region 20
Ms. Kelly Smith	Northside I.S.D.
Mr. John Huey Andrews	Education Service Center, Region 20
Ms. Beverly Meyer	Education Service Center, Region 20

Dr. Smith welcomed the attendees and asked those present to introduce themselves.

Item No. 1

Establish Quorum of at Least Six
Members Present

Dr. Smith confirmed that a quorum was established.

Item No. 2

Approve Minutes of the Meeting of June
27, 2006

Dr. Smith asked if there were any additions or corrections to the minutes of June 27, 2006. There were none. Dr. Cano made a motion to approve the minutes and Mr. Appel seconded it. The motion carried unanimously.

Item No. 3

Report from RSCCC Liaison – Judi Sparks

Ms. Sparks, as the RSCCC Managers Liaison for the TCC, reported that the managers were very pleased with the direction and support of the ESC-20 team. She reported on three items important to the RSCCC Managers:

- Consideration of a marketing specialist for the cooperative
- Request for continued funding for tester positions
- Need to retain and possibly add skilled programmers

Item No. 4

Demo Grade Book

Mr. Andrews reported that there are currently 64 RSCCC districts using the txGradebook and seven iTCCS districts, with more waiting to come on. Some of these districts had already invested in third-party grade books but felt the benefits of integration and cost overrode the investment.

Mr. Andrews demonstrated features of the txGradebook, including:

- Posting and inquiring on attendance
- Student link to contacts, attendance, schedules, photos
- Assignment and Cycle Grades

Mr. Wells inquired about parent access, which Mr. Andrews said would be discussed later in the agenda. Dr. Perez asked what concerns we had encountered with the grade book. Mr. Andrews responded that other than requests for additional reports, it had been a very stable release. Mr. Scott added that it had been a smooth transition for his staff and was easier to use than other products.

Item No. 5

Consider Recommendations of Pricing Committee

- a. RSCCC Proposed Budgets for 2007-2008

Mr. McCauley is projecting a \$139,138 increase in revenue over the current year. This is due to a 4% projected salary increase and the addition of one Quality Assurance Analyst position for the business applications. Revenue projections include an increase in user fees and revenue from special programming requests. Based on last April's projections, this will result in a 7.5% increase for Business (\$1,767.36 per district) and for Student (\$815.06 per campus). He does anticipate increased participation, but since funds have been drawn from fund balance to increase the development of new products, he would like to use any funds generated from additional counts to replenish fund balance.

Total expenditures for 2007-08 are also projected to increase from the current year due to the 4% increase and the additional QA position. The target fund balance (15% of the previous year's expenditures) is \$364,636. \$75,000 of the \$478,852 will be requested to complete the Parent Portal and support both the grade book and parent portal through this school year.

Also \$75,000 will be requested to purchase the source code for *SolStar* to ensure that we would retain the product if something happened to the vendor. These requests would bring the fund balance below target to \$328,852.

Mr. McCauley reviewed the *RSCCC Pricing Model*, which listed the number of Business districts and Student campuses based on last April's counts, the current pricing and what the increase would be. He then reviewed the proposed budget, stating there were no significant increases over the current budget other than the salary projection and that the proposed budget is balanced.

Mr. Bass asked if funds for marketing were reflected in this budget. Mr. McCauley said they were not. Dr. Villarreal reported that the Pricing Committee had a good meeting and were ready to make the recommendation. Mr. Appel asked about adding marketing to the budget. Mr. McCauley said he was not ready to request that at this time, but would make a recommendation in June. Mr. Wells made a motion to approve the RSCCC proposed budgets for 2007-08. The motion was seconded by Mr. Bass and carried unanimously.

b. iTCCS Proposed Budgets for 2007-2008

Mr. McCauley reviewed the *Budget Summary for iTCCS Operation* with the committee, projecting an increase in revenue over the current year. This is primarily due to a projected 4% salary increase, increased software and hardware maintenance costs, purchase of encryption software and 50% funding of a .Net programmer for the grade book and parent portal applications. The programmer will be a new position funded by both cooperatives next year. Revenue projections include an increase in user fees based on a 3% increase and revenue from microfiche and interest income. The target fund balance is 20% of the previous year's expenditures, which is \$1,195,142.

Based on response to a capacity study, Mr. McCauley recommended upgrading the server this July from 482 MIPS to 662 MIPS. Justification for the upgrade includes:

- 500+ new iTCCS users
- 800+ new txGradebook users
- 15+ new campuses
- Addition of student records exchange application
- Parent Portal
- Possible additional Region 11 districts

Mr. McCauley said the projected 37% increase in server capacity will barely be enough for next year. Some districts wanting to use the grade book are being scheduled for 2008-2009.

Total expenditures are projected to increase for 2007-08 due to:

- 4% increase in payroll costs
- Vendor software costs-non IBM (\$50,000)
- Encryption software for offsite backups (\$20,000)
- IBM hardware costs (\$23,000)
- IBM software costs (\$149,340)
- Database cost (\$101,051)
- .Net programmer (50%)

c. Request for Additional iTCCS Funding

Projected expenditure decreases include the elimination of one consultant position, which has been incorporated with existing documentation staff. Other expenses from fund balance include:

- Software upgrades
- Automated conversion software for Oracle
- Continued development of Parent Portal
- Projected budget deficit of \$139,411 (as of now)
- .Net programmer for current year

These requests total \$1,196,002 from the current fund balance of \$1.7 million.

Mr. McCauley reviewed the document outlining the iTCCS server upgrade and its overall costs. Ms. Dunnam asked how long the 660 MIPS would last. Mr. McCauley responded that it would just get us through the school year. We will be using part of CPUs 1 and 2 out of 4 available.

Mr. McCauley explained the *2007-2008 iTCCS Pricing Structure* with the proposed 3% increase to the wholesale price. He stated that it did not include Port Arthur and an ESC-13 district that will bring in additional dollars. The far right column on the spreadsheet indicates the 3% increase plus any enrollment increase or decrease by district and results in a 6.2% overall increase to the cooperative.

Mr. McCauley presented the *iTCCS Budget* with projected revenue of \$5,908,725. He explained that increased expenditures are due to salary and benefits, maintenance, IBM software, database expenditures and other hardware/software maintenance increases, which result in the \$139,411 deficit. He is anticipating fund balance covering this deficit, which may be reduced by \$30,000 to \$40,000 depending on negotiations with the vendor.

Dr. Perez made a motion to approve the iTCCS budget and requests for funding as presented. Mr. Campbell seconded the motion and it carried unanimously.

Item No. 6

Status RSCCC Business

Mr. Andrews reported that we are experiencing issues with *VISTA*, Microsoft's new operating system. *PowerBuilder* is not compliant with *Vista* and he is still waiting on *Sybase* to determine their compliancy. He is recommending that users stay on *XP* until we are able to make program changes. Dr. Villarreal asked if he had a timeline. Mr. Andrews responded that he is targeting the October release. Discussion followed regarding users purchasing *Vista* vs. *XP*. Dr. Cano said he understood *Vista* was not working well with other applications.

Mr. Andrews believes the ESCs and districts are pleased with the current Business product, which is functional and stable. The Managers' Advisory Committee (MAC) met on October 9, 2006 to discuss future directions and wanted a greater emphasis on new, significant functionality including:

- Electronic transmittal of invoices/purchase orders
- Employee web portal
- Web-based Applicant tracking system
- Position Management System

The MAC is interested in taking bigger steps forward. Mr. Andrews' staff is working on the ability to email employees their Wage and Earnings Statements and is targeting the April release for this.

Mr. Andrews stated that from January 2006 to January 2007 there was a gain of 18 districts (from 666 to 684).

Mr. Campbell said he was trying to determine if he should move to iTCCS or stay with RSCCC and see if the "big steps" happen. He asked if we had considered add Child Nutrition as an application. Mr. McCauley said we looked at it several years ago for Ector County ISD, but there were many vendors with good solutions so we concentrated on other applications. Dr. Scott discussed leasing equipment vs. purchasing and Ms. Dunnam spoke to the option of districts joining together to pay for custom programming.

Item No. 7

Status RSCCC Student

Mr. Andrews reported that the Student System is facing a number of required changes, including:

- Mandate for electronic student records exchange
- Mandate for optional flexible school day rules
- Mandate for maintaining/reporting PGP data
- Changes for the grade book product
- Changes for the parent portal product
- New functionality for a walk-in scheduler

The MAC felt that web development, mandates and new functionality were all priority items.

Mr. Andrews stated that from January 2006 to January 2007 there was a gain of 59 campuses on the Student System (from 945 to 1,004) and he anticipates a far more substantial increase for next year (possibly 75 districts).

Item No. 8

Integration of SolStar into RSCCC

- Request for Funding

Mr. McCauley told the committee that *SolStar*, a third-party student scheduler bundled with RSCCC, has a master schedule component. Although we have received very economical pricing from the vendor in the past, there is concern regarding the longevity and a desire to more fully integrate the product with RSCCC. He reported that we have approached the vendor for the rights to purchase the source code. The cost projection is \$75,000 and he is working on a contract. Mr. McCauley requested an appropriation from fund balance to purchase these rights. Mr. Wells made a motion to approve the appropriation from fund balance. The motion was seconded by Dr. Hyden and carried unanimously.

Item No. 9

Status of Gradebook/Parent Portal
Development and Request for Continued
Funding

Mr. McCauley told the committee that we would have twice as many districts on the grade book product if we had a parent portal. There have been ODBC interface related problems with the iTCCS grade book, but they are attributable to Computer Associates. We are trying to resolve those issues and are obtaining “fixes” from C.A. for their communication software. He will request \$75,000 for continued development for the parent portal.

Mr. Andrews said the target date for the parent portal is this June. It will provide parents with the ability to see their child’s attendance and grades. Other data will be added later, such as discipline, health records, etc. He demonstrated the parent portal functionality to the committee, explaining the sign-in process; summary page with working cycle average, attendance and alerts; previous and current cycle grades with drill-down functionality to assignments; semester grades; and assignments, which are the core components of the portal.

Ms. Knowlton asked about security for the parent portal. Mr. Andrews said that parents would be issued a Portal ID for each of their children, which would be required for their access rights. He discussed the functionality for forgotten User IDs and passwords. Ms. Lee inquired about training. Mr. McCauley said training documents would be provided. Dr. Smith added that districts must decide how to implement the portal and set rules for timely posting by the teaching staff.

Ms. Dunnam said that there will be parent portal sessions at Tech Fiesta in April, which would be a good time to get input. Mr. Wells asked about the ability to see a log of parents using the portal. Mr. Andrews responded that there will be an administrator sign-on that can see which users accessed the portal and the last time they signed on. Dr. Scott asked about the parent's ability to contact the teacher through the portal. Mr. Andrews said that the teacher contact information would be there but we have not discussed a hot link between the teacher and parent for email.

Mr. McCauley requested approval for \$75,000 from fund balance for the continued development of this project. Dr. Cano made a motion to approve the draw on fund balance. The motion was seconded by Ms. Abernathy and carried unanimously.

Item No. 10

Status of Marketing TCC Products

Mr. McCauley outlined the recommendations made by the outside marketing agency for the RSCCC and iTCCS products. These included hiring marketing staff and establishing a TCC website. He will also request a website link for the TCC, which can be incorporated into our portal. We have also improved our advertisement in the trade journal we use and are still tweaking it.

ESC-20 staff has recently been to TASA (Houston), Mid-Winter Conference (Austin) and TASBO (Dallas) with the TCC Booth. Mr. Andrews showed the committee photos taken of the TCC display and said booth staff had received many positive comments about the products. Mr. McCauley added that ESC-20 staff have also made trips to ESCs 6, 12, and 16 for RSCCC demos and have one scheduled for ESC-3. They have also traveled to ESC-11 to present iTCCS to several districts.

Mr. Garcia inquired about making a promotional video. Mr. McCauley said the possibilities are open and we will look at putting items on the website that we don't currently have. Dr. Perez suggested also putting ads on Texas Insider, TASB, and other websites.

Item No. 11

Review Financial Report

Mr. McCauley reviewed the agenda attachment, *iTCCS Financial Report*. He explained that the \$201,147 revenue to collect was now down to \$180,000 and he anticipates collecting it. As of February 12th there is \$608,095 under expended, mostly due to unfilled vacancies, but this will decrease through the rest of the year as maintenance contracts are renewed and vacancies are filled. In response to Mr. Wells' question regarding the deficit budget, Mr. McCauley

said it was due to a draw on fund balance for the server upgrade and grade book development.

Mr. McCauley reviewed the agenda attachment, *RSCCC Financial Report*. He explained that we would recoup some of the \$45,923 unrealized revenue from billings occurring throughout the year. The \$189,939 under expended is due mostly to payroll costs because all of the 4% budgeted increase was not used. He also said about \$40,000 of the money in contracted services may be used for the .Net programmer.

Item No. 12

Review Accounts Receivable Report

Dr. Smith asked the Committee members to review the Accounts Receivable Report as an on-going information item. Mr. McCauley asked if there were any questions or concerns regarding the Account Receivable to let him know.

Item No. 13

Status of TCC Business Plan

Mr. McCauley discussed the handout, *Texas Computer Cooperative Business Plan*, explaining that the document created by ESC-20 staff is a roadmap to get to one common product. This will be done in two phases of two years each. The first phase will include moving RSCCC to the web, which will be an outsourced, contracted effort. We have been in contact with a firm that converts PowerBuilder code to either .Net or J2EE. ESC-20 staff has recommended J2EE, primarily due to scalability factors. J2EE can also run on the mainframe and we want to provide for a hosted solution. The second phase will be to add to the Phase 1 product to get the ultimate product (not just what iTCCS currently has).

At the end of the Phase 1, RSCCC could scale up to handle larger schools (15,000 – 20,000 range), which could expand the RSCCC market. When presented to the TCC last June, the funding was left open. He directed the committee to the projected budget on pages 11-12 and to the revised timeline on page 27.

Dr. Smith addressed how the project would be funded. Part of Austin ISD's Chapter 41 money, which was sent to ESC-13, was designated for software development. Austin ISD wanted to purchase the software that would be developed and approached ESC-13. ESC-13 brought this to the cooperative. He discussed the draft copies of two memos of understanding: one between ESC-13 and ESC-20 transferring the funds and one that allocates some money to TASBO to work with the TCC on marketing, beta testing, and requirements gathering. There will also be a Statement of Work on an annual basis. Dr. Smith asked for a motion to begin implementing the Business Plan, stressing that the ownership stays with the

TCC. He also stated that Dr. Pringle had informed TEA of our plans. Ms. Abernathy made a motion to implement the Business Plan and the Memos of Understanding and congratulated ESC-13 and ESC-20 efforts on behalf of the cooperative. The motion was seconded by Dr. Villarreal and carried unanimously, followed by applause.

In discussing the new product, Dr. Smith said he would like to see standards set for training and staff count ratio needed for support. Dr. Scott asked if the agreement precluded sale outside of Texas. Dr. Smith said that it did not, but our focus has always been Texas and that may be a conversation for later. Dr. Scott asked how moving forward with the Business Plan would impact the position previously approved that will be covered by fund balance. Dr. Smith responded that we have to be able to move forward on the current products during this project. Dr. Scott asked if the money from ESC-13 was transferring to ESC-20 or to the TCC. Dr. Smith said that the memo was worded as ESC-20 because we are the fiscal agent, but he can look at adding “on behalf of” language.

Item No. 14

Discuss Change to TCC Shared Services Agreement

Dr. Smith directed the committee to page 19 on the agenda attachment, *Texas Computer Cooperative Shared Service Agreement*, where the original five categories for membership were based on the products supported. He discussed moving to two categories: those ESCs with iTCCS clients and those without iTCCS clients. He told the committee he would bring back something in writing in June for a vote. Mr. Wells suggested giving TASBO a seat, possibly as a non-voting member.

The two category membership would be used until we get to one product. There was no disagreement from the committee. Mr. McCauley said there are currently 8 members from the categories that support iTCCS and RSCCC and 4 members who support RSCCC only. It could also be a 7-5 split as there are currently seven ESCs with iTCCS clients. It was also suggested to expand the term served to two years and stagger the appointments. Following discussion, it was decided to use a 7-5 split.

Item No. 15

Other

None

Adjournment

The meeting of the Texas Computer Cooperative Management Committee adjourned at 12:45 p.m.