

**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 Tuesday, June 30, 2009, at 1:00 p.m. in the Trinity B Room of the Renaissance Austin Hotel. 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.
Ms. Mary Beth Matula	Education Service Center, Region 3
Mr. Robert Wells	Edna I.S.D.
Ms. Lynda Hoffpauir	Education Service Center, Region 5
Mr. Scott Campbell	East Chambers I.S.D.
Ms. Nancy Oliver	Education Service Center, Region 6
Mr. Jack Ellis	Brazos I.S.D.
Mr. Bob Cadenhead	Education Service Center, Region 13
Mr. Larry Taylor	Education Service Center, Region 15
Ms. Leigh Ann Glaze	San Saba I.S.D.
Mr. John Bass	Education Service Center, Region 16
Mr. Cliff Stephens	Borger I.S.D.
Dr. Kyle Wargo	Education Service Center, Region 17
Mr. Wayne Blount	Sands C.I.S.D.
Ms. Nancy Dunnam	Education Service Center, Region 18
Mr. John McCauley	Education Service Center, Region 20
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, with eight ESCs represented.

Item No. 2

Approve Minutes of the Meeting of
February 26, 2009

Dr. Smith asked if there were any additions or corrections to the minutes of February 26, 2009. There were none. Mr. Wells made a motion to approve the minutes and Mr. Bass seconded it. The motion carried unanimously.

Item No. 3

Report from RSCCC Liaison – John Shaffer

Mr. Cadenhead, filling in for John Shaffer as the RSCCC Liaison to the TCC, reported that training was held in June at ESC-20 for technical staff and that the regions are eager to receive the revised configuration document as a result of that training. He also reported that a third beta version of TxEIS had been provided to the ESCs, as well as a copy of Sybase 10 and a database. He relayed a concern of the consultants that training be coordinated with product readiness. Mr. Cadenhead said that historically at ESC-13, consultants have installed and supported the RSCCC software but that TxEIS will require additional technical support and a higher level of technical expertise. He believes the product is also beyond the technical expertise of small districts, which will put more of a burden on the ESCs' technical staff. Mr. Cadenhead stated that there is a need for fine tuning the new product for performance and that several regions are planning on hosting or are investigating the possibility of hosting.

Item No. 4

Status of RSCCC Business

Mr. Andrews reported that his staff has been making very limited changes in RSCCC Business, as the focus is on working on the TxEIS Business programs. They have to make some mandated changes such as the PEIMS code changes for Race and Ethnicity and the revised Staff Responsibility records. Changes to accommodate the Health Savings Accounts have also been made. Otherwise, minor corrections have been made to address some rare situational issues in Payroll. Mr. Wells asked about the new fund code stipulated by TEA. Mr. Andrews said that the system would accommodate it.

Item No. 5

Status of RSCCC Student

Mr. Andrews said that the Student programmers have had to make significantly more changes in RSCCC to accommodate:

- TEA changes in TREx extract
- Revised 2009-10 immunization requirements
- Many more PEIMS codes/changes:
 - New Eligibility codes
 - New Advanced Technical Credit
 - New Attribution codes
 - Maintain Regional Day School for the Deaf codes by date
 - New fields for changes to Staff Responsibility records
 - Reinstatement of Population Served code
- New utility to import Special Ed. PEIMS data from third party software

Mr. Andrews reported that staff will address high priority enhancements for txGradebook and txConnect in the August Update, such as:

- Color coding of categories
- Teacher/Parent emails from Gradebook and Parent Portal
- Seating Chart

Additionally, there will be more reports, including a 'Failure Report' by student groupings. Teachers will also be able to select a 'Class Attendance by Date Range Report.' Other changes include a database field for storing teacher confirmation of 'All Present', which is required for paperless attendance accounting.

Mr. Andrews stated that txMyZone, the online student course request system, was new this year and was well received. More enhancements are planned for next year.

Item No. 6

Status of TxEIS Project

Mr. Andrews reviewed the *Timeline for TxEIS* in the agenda packet, reminding the committee that there are two sets of conversions necessary: the initial, automated conversion done by Metex and the secondary conversion done by the Denim Group dealing with browsers, usability rules, look and feel, etc

a. Conversion of Business

For Business applications, the initial and secondary conversion of Phase 1 (Accounts Receivable, Asset Management and Budget) and Phase 2 (Finance and Requisition) are complete. As of June 12th, the RSCCC programmers have primary responsibility for correcting bugs, making changes in TxEIS that occurred in RSCCC since the conversion began, and for programming any enhancements. For Phase 3, Human Resources, the initial Metex conversion is complete and the secondary conversion is approximately 70% complete. As of June 12th, RSCCC programmers assumed responsibility for the remaining 30% of the secondary conversion, as well as bug fixes and adding changes made in RSCCC since the conversion began. The Business programs are scheduled to complete conversion and other changes by September 30, 2009.

b. Conversion of Student

For Student applications, the initial conversion of Phase 1 (Registration) was completed and the source code was received June 1st. The contracted programmers have been moved over to work on the secondary conversion due to the Student programs being behind in the timeline. The RSCCC Student programmers have also begun working on this.

c. Timeline

The programs for Phase 2a (Attendance) from the initial conversion are currently being tested. Quality Assurance has passed 97.5% of the 1,059 test steps, but the last steps are more complicated and take longer. QA has also tested 74.0% of the 2,233 test steps for Phase 2b (Grade Reporting).

Mr. Andrews explained that several of the Student applications were converted directly by the contractors, bypassing the automated initial conversion in order to expedite the delivery. Test Scores, Discipline, and Special Education were directly converted last fall. RSCCC Student programmers are taking over the responsibility for these. The Health application is in the process of being directly converted and will be followed by the Scheduling System. The PEIMS programs are also being modified to incorporate the changes made in RSCCC since the original conversion began. The Student programs are scheduled to complete conversion and other changes by the end of October. Mr. McCauley added that 95% of the programs will be completed by the original timeline, but very complex programs such as the PEIMS extracts take longer. Another issue encountered has been with differences in rounding due to the different programming languages.

Mr. Andrews discussed the recent technical training at ESC-20 and reiterated what Mr. Cadenhead said concerning the system being more technically complicated and the need for full-time technical staff. Mr. Andrews reported that the technical training sessions scheduled in June were two days each. He has also scheduled TETN sessions every three weeks from July to October as follow up.

Mr. McCauley added that for ESCs who will host districts, the environment will be more complex due to multiple servers and load balancing equipment. He has received questions about hosting and how to manage load balancing appliances, but explained that his staffs are software developers and supporting server configurations is not something they do. He added that ESC-20 brought in CISCO to train IT staff and that ESCs may need to draw on technical IT staff in other areas of the ESC that they have not needed to use in the past.

Mr. Andrews said that ESC-20 staff had put together a TxEIS specification/configuration document which was sent out June 2nd. His staff is currently working on a second draft based on questions and review by the ESC staff attending the technical training. He discussed the third beta version of TxEIS that was also sent on June 2nd and contained some

Business applications and some Student programs (Test Scores and some Health). He stressed that the Student programs were not beta worthy, but were included to give the ESCs something to show districts. They will be better in the next beta and he is hoping to release a new beta each month. TETN sessions were held to go over the contents of the beta with the ESCs. There will also be a demo of the Health System conversion over TETN on July 10th.

Guidelines have been provided for demonstrating the TxEIS product. Regarding consultant training, Mr. Andrews said the RSCCC Managers wanted to wait until more of the Student applications were completed. The managers are scheduled to meet at ESC-20 on October 7th.

d. Demo of Current TxEIS Programs

Mr. Andrews presented the TxEIS product to the committee, demonstrating the look and feel and showing them the differences between the client server and web applications. In Test Scores, he demonstrated features such as the directory, auto complete search, field validation when saving, pop up windows (DIVs), and changes in color when deleting records. He ran a large report, explaining that it runs in 5 to 10 seconds in RSCCC and 20 seconds in TxEIS. Development staff has to ensure that the performance level is acceptable.

Mr. Andrews showed the TCC features in the Health System, such as “smart type” for the student’s name, medical alerts, emergency contacts, and immunization records. He also described the new mass screening functionality currently in development.

Mr. Wells asked if we anticipated district conversions next summer. Mr. McCauley said that the programs would be ready by November, with Business being ready sooner, and then the districts could convert at any time. Mr. Andrews added that a Business Only district could migrate as early as October. On the Student side, some ESCs felt migrating at the end of the semester would work well.

Item No. 7

Approve Budgets

a. iTCCS

Mr. McCauley stated that the budgets were approved in February, but there are some changes. Some in-house costs are not known at the time of budget development and we do not have the district counts until April. There were no changes to the *iTCCS Pricing Model* other than the addition of TYC in ESC-13. He directed the committee to pages 15 - 16 of the agenda packet and reviewed changes to the *iTCCS Budget*. Revenue increased by \$1,000 due to TYC, Workers’

Compensation and Unemployment rates increased, and Administrative Costs decreased (by \$20,000). Costs for Center-wide Networks and Building Use increased marginally. The draw on Fund Balance decreased by \$3,500 to \$189,867. The iTCCS Budget is usually over-collected, with the overage going back into Fund Balance. A motion to approve the revised iTCCS Budget was made by Mr. Wells and seconded by Mr. Campbell. It passed unanimously.

b. RSCCC

Mr. McCauley reviewed the *RSCCC Clients* document, which showed significant growth from last April: 18 new Business users and 276 new Student campuses (106 were WinSchool conversions in ESC-10). The *RSCCC Funding* attachment showed \$218,000 additional collections this year over what was projected in February. At the February meeting, the TCC's directive was to not decrease pricing based on an increase in participation, but to put the additional revenue in Fund Balance for future software development. Mr. McCauley pointed out changes in the *RSCCC Budget* document, including an increase in Contracted Services by \$10,000 and some increase in Software Costs. There is also a significant increase for the purchase of tools in order to develop a SIF agent. Mr. McCauley explained SIF, which is a national standard for the interchange of Business and Student data and said that the RSCCC Managers' directive from all ESCs was to develop a SIF agent. If approved, this would make the Operating Gain in the RSCCC Budget \$171,000. Page 19 shows the breakdown by region and where the additional monies are coming from. Mostly it is due to increased participation and not a pricing increase. Ms. Hoffpauir made a motion to approve the revised RSCCC Budget as presented. It was seconded by Ms. Glaze and carried unanimously.

c. TxEIS

Mr. McCauley reviewed the revised *TxEIS Budget* on page 20 of the agenda packet. Interest income has been reduced to \$100,000 and there were minor adjustments in Administrative Costs, Network Costs, and Building Use. Contracted Services has been increased by \$300,000 to cover additional work needed for the user interface. The revised appropriated amount is \$3,634,318, which will leave \$3,977,373 in fund balance for the fourth year of the project. Mr. Wells asked if there were funds set aside for marketing. Mr. McCauley said there were line items for marketing in the other budgets, but that money would be used to market TxEIS. Ms. Glaze made a motion to approve the revised TxEIS Budget for 2009-2010. The motion was seconded by Ms. Oliver and carried unanimously.

Item No. 8

Review Financial Reports

Mr. McCauley reviewed the *iTCCS Financial Report* with the committee, which showed an over collection of revenue by \$60,000. In expenditures, most of the \$388,189 balance will be spent on software and hardware contracts. The *RSCCC Financial Report* currently reflects an under collection of \$15,418 in revenue. Mr. McCauley said he had set aside interest income and that the under collection would be reduced by about \$3,000. There is also \$126,000 under expended. The *TxEIS Financial Report* shows the interest to date as \$145,000, which is significantly less than projected. The appropriations are currently \$39,000 under expended.

Item No. 9

Approve Use of Unobligated Fund Balance from RSCCC Budget

- Reserve for Software Development

Mr. McCauley presented two requests to the committee. Of the \$1,076,140 in RSCCC's unobligated fund balance, he asked that \$672,000 be obligated for future software development. This would keep the RSCCC unobligated Fund Balance at 15% of last year's expenditures. Ms. Oliver asked about setting this aside in RSCCC rather than in TxEIS. Mr. McCauley explained that the RSCCC Budget would become the TxEIS Budget. At that point, there will be a TxEIS Budget and a TxEIS Development Budget. Mr. Campbell made a motion to approve creating a reserve of \$672,000 for future software development. The motion was seconded by Mr. Bass and carried unanimously.

- Appropriate Funds for SIF Implementation

Mr. McCauley told the committee that the original amount budgeted for SIF development covered the purchase of tools and some contracting. He requests an additional \$50,000 from the RSCCC unobligated fund balance for additional contracting if needed. He stated that SIF implementation was too expensive for the smaller districts, but districts of 9,000 – 10,000 enrollments and higher are implementing SIF. He explained the agent, which publishes adds and changes to demographics in the Student Information System, which are then picked up by other software packages, such as Follett. Three or four districts are using SIF to build data warehouses. Some of the money set aside will pay the national organization to certify our documents as SIF compliant. A motion to appropriate additional funds this year for SIF implementation was made by Ms. Hoffpauir and seconded by Ms. Glaze. It carried unanimously.

Mr. McCauley reviewed the Fund Balance Worksheets for the three budgets. The iTCCS worksheet shows \$1.2 million, but this will be reduced by \$450,000 appropriated previously for hardware and software upgrades in July. Worksheets for RSCCC and TxEIS were reviewed, showing fund balance amounts discussed earlier.

Item No. 10

Review Accounts Receivable Report

Dr. Smith asked the Committee members to review the *Accounts Receivable Report* as an on-going information item.

Item No. 11

Other

Dr. Smith remarked on how far we had come due to the generosity of ESC-13 and all of the ESCs working together. This has truly been a cooperative effort.

Mr. McCauley reported to the committee that a TEA survey is being sent to districts to find out what software they are using. Mr. Cadenhead felt this was probably related to House Bill 1705, which dictates the establishment of software standards. Mr. McCauley agreed that it may and added that his staff had met recently with Brian Rawson at the D.I.R. who is charged with this task. Mr. Rawson felt that vendor compliance with these standards would be optional rather than mandated.

Adjournment

Dr. Smith thanked the committee members for their time. The meeting of the Texas Computer Cooperative Management Committee adjourned at 2:25 p.m.