

## Arizona E-Learning Task Force

### Minutes of the Meeting Tuesday May 8, 2007 1:00pm – 3:00pm Arizona Department of Education Conference Room 419

#### Members Present:

Casey Loman	Sandi Grandberry
Theodore Kraver	Joseph O'Reilly
DJ Harper – Representing Chris Cummiskey	Cathy Poplin
Debra Lorenzen	Rosalina Escandon – via phone

#### Members Not Present:

Jerry D'Agostino  
Lisa Long  
Rod Lenniger

#### Handouts:

- May 7, 2007 agenda
- Minutes from the February 20, 2007 meeting
- Minutes from the April 5, 2007 meeting
- Enhancing Education Through Technology Grant Reviewer application
- Email from Javan Mesnard and copy of Proposed Amendment-Senate Amendments to S.B. 1094 (changes to SB1512)
- Report of RFI findings – Theodore Kraver
- Review and assessment of 25 responses from vendors to the RFI
- 2/21/07 draft of the PIJ
- E-Learning Task Force future meeting dates ballot

#### Welcome and Introductions – Reminder that the meeting is recorded on tape and available for full review.

Cathy Poplin called the meeting to order at 1:09pm. Cathy asked Task Force members for updates.

- Theodore Kraver opened with an update on House Bill 2742. Rep. Anderson said it is in the budget with an estimated amount of 3.1 to 4 million dollars (house budget). The Governor and Senate are currently working on the Senate budget. Ted will keep the Task Force up to date on the budgets progress.
- DJ Harper wanted to make a few corrections to the Feb. 20<sup>th</sup> minutes. It was stated in the minutes that when he left early at 11:45am the Task Force did not have a quorum. The Task Force in fact did have a quorum; six members are needed for a quorum. When he left the Task Force still had six members present. Also, DJ wanted to make a note on the April 5<sup>th</sup> minutes. The minutes did not state he was representing Chris Cummiskey.
- Debra Lorenzen gave an update on the new 45-hour SEI course ASSET is offering. Open registration begins in July. The course will fill up fast.
- Cathy Poplin asked members if they were interested in helping review the Enhancing Education Through Technology (EETT) Grants that are due May 18<sup>th</sup>. Compensation is

\$350 for evaluation services for each reviewer. Those that are interested were asked to complete an application and return to Cathy. Members will be notified by May 15<sup>th</sup> if they were selected.

- Cathy also shared with the Task Force that she received an email from Javan Mesnard, Senate staffer who helped write SB1512. Javan made a few modifications to the timeline given in SB1512 which will allow more time for the RFP and the beginning of the math pilot project. Javan does not think this will impact the budget and does not see a problem with getting it approved.

### **Report of RFI Findings**

Theodore Kraver had volunteered to review the RFI documents and presented his findings to the Task Force. Twenty-four organizations responded out of 1000+ invitations. Ted only reviewed the responses to twenty-one questions. Responses ranged from a few pages to an inch of documents and CD's and the answers ranged from very, very good to not answering the question at all. Ted suggested the Task Force be more specific with the 6<sup>th</sup> – 9<sup>th</sup> grade middle school math requirements in the RFP. He felt the responses to this section in the RFI were too general.

Ted also recommended that the Task Force determine what redesign was needed in the layout of the RFP and do substantial work to relate RFI responses to current RFP draft. He cautioned to not make the RFP so specific that it excluded possible vendor responses. Task Force members asked for a spreadsheet of the vendors' responses to make for an easier read of said responses to the RFI before the next Task Force meeting.

Joseph O'Reilly arrives at 2:15pm

### **Recommendations for PIJ and RFP**

Cathy Poplin gave a draft of the eLearning Pilot Program PIJ (Project Investment Justification), written by Steve Holzinger, ADE's IT department, to each task force member. She reported that Steve was able to fill much of the PIJ by just reading the legislation. He had highlighted several areas of importance that needed to be answered before the PIJ could be submitted. Cathy reminded the group that before the RFP can be completed the PIJ must be completed and approved by GITA. Completion of the PIJ will be next big project for the Task Force.

After much discussion about what to expect once the RFP was written and made public, it was decided that Richard Adickes from procurement will be invited to next meeting to answer questions regarding the vendor selection process.

### **E-Learning Task Force Summer Meeting Dates**

Task Force members were asked to select future meeting dates for the months of July, August, and September. Members were asked to select the dates that they can attend. The dates will be tallied and the dates with the most votes will be selected.

### **Public Testimony**

Jeff Hubbell from HP was an observer.

### **Adjourn**

Meeting was adjourned at 11:50am.