

## Arizona E-Learning Task Force

### Minutes of the Meeting Wednesday December 20, 2006 2:00 Arizona Department of Education, Conference Room 417

#### Members Present:

Chris Cummiskey, represented by DJ Harper  
Jerry D'Agostino  
Rosalina Escandon  
Sandi Grandberry  
Lisa Long

Debra Lorenszen  
Theodore Kraver  
Joseph O'Reilly  
Cathy Poplin

#### Members Absent:

Rod Lenniger  
Casey Loman

Art Harding called the meeting to order at 2:10 and attendance was noted.

#### Opening Remarks

Art Harding explained some of the logistics of the meetings such as the "Request to Speak" forms and Sign-in sheets in the back of the room. These lists will be used to generate an email list of interested people. The agenda will be posted in the Lobby of the Department of Education Building, on the E-Learning website and will also be emailed to the e-mail list. Mr. Harding also explained that travel may be reimbursed.

#### Review of S.B 1512 and relevant State Laws by Arizona Department of Education Staff

Mr. Harding briefly discussed the criteria by which the members of the Task Force were selected. These are:

- Two representatives of the business community with expertise in technology issues
- Two persons who shall have a background in psychometrics
- Two persons who have expertise in curriculum development
- One teacher who provides instruction in grade six, seven, eight or nine in a public, private or charter school
- One person who represents a public, private or charter school that provides instruction in grade six, seven, eight or nine
- One person who represents an entity that has at least ten years of experience in teacher training and professional development coursework and that has provided such training and coursework to at least five thousand teachers
- The Superintendent of Public Instruction or the Superintendent's designee.
- The Director of the Government Information Technology Agency or the Director's designee.

Mr. Harding explained that a chairperson will be elected annually and that each member's term limit would be set today. The expiration of the Task Force will be in 2016. Dr. Kraver asked who will appoint the next appointee when a member's term expires. Mr. Harding stated that the Public Official who appointed the member will appoint the replacement.

Mr. Harding stated that the Task Force's charge is to "Examine E-Learning methods in other states, analyze potential methods to implement e-learning programs in this state, develop innovative e-learning solutions, annually report to the legislature regarding e-learning programs and solutions.

Mr. Harding reminded the members that they are not eligible for compensation for their work on the Task Force however they may be reimbursed for travel.

Mr. Harding described the steps the Task Force must go through in order to develop an E-Learning Pilot Program as described by S.B. 1512. Up to 10 schools will be selected to take part in the pilot program. The task force will prepare and RFP to implement the three-year pilot program. The RFP will include: Scope of work, determine the qualifications required of an entity or group of entities that will be selected for the pilot program, copies of the contracts a successful bidder will be expect to sign, timeline for design and completion of the program and any other relevant information to the pilot program. A preliminary RFP will be submitted to JLBC for review and comment. Based on comments received the Task Force will finalize the RFP and ADE will issue a finalized RFP within 30 days after a hearing conducted by the JLBC. Mr. Harding noted that there was no indication is statute regarding the criteria JLBC will use and suggested asking JLBC to comment on this before submitting. Ten days before the ADE enters into a contract or contracts from the RFP the Superintendent of Public Instruction shall submit the provisions of the contract for review by the JLBC in executive session. The ADE shall award a contract or contracts within 180 days after the issuance of the finalized RFP.

Mr. Harding explained that the three-year pilot program will be delivered by an entity or entities that will provide reliable psychometric analysis of academic gains, evaluate coursework for alignment with the academic standards adopted by the state board of education, perform reliability analysis of electronic systems delivering coursework and assessments, analysis and direction towards system improvements and will deliver monthly reports on the performance of the system and directing any corrective steps required to achieve success.

After contract is awarded, ADE and the task force will establish criteria for schools to apply to take part in the program. Up to 10 schools that provide instruction to at least 2 grades of 6, 7, 8 or 9 may conduct the pilot program. Dr. Kraver clarified that this is intended to gain an understanding of how the student transitions from one grade to another. The selected schools must demonstrate that the teachers are committed to the program and must complete training.

Working with the Task Force, ADE must submit a report on or before 2010.

Dr. O'Reilly noted that the Task Force should move forward with the RFP quickly. Mr. Harding confirmed that it was necessary to move forward quickly given the amount of input required by JLBC and GITA.

Mr. Harding then gave the Task Force a description of Open Meeting Laws as they pertain to the Task Force. He noted that the Task Force has already registered with the Secretary of State's Office and established a web site for posting the agenda and minutes. Mr. Harding noted that it is not necessary to approve the minutes but they must be taken. Mr. Harding also advised that the Task Force err on the side of caution concerning open meeting laws.

Mr. Harding explained that any exchange of facts or opinions amongst a quorum is considered a meeting, this includes e-mail. Discussion of any topic that may end up on an agenda or that is potentially under the Task Force's charge is illegal to send to a quorum. Mr. Harding noted that emails determining a meeting time or location is acceptable. In the instance that a member wishes to distribute information to the entire Task Force it should be sent to the Chair and he/she can put it on the agenda for the next meeting. One –on-one discussion for clarification is acceptable.

Dr. Kraver noted that he sees the task force as requiring a lot more of work in between the meetings. Mr. Harding stated that he understood this but given the manner in which the Task Force was established that was not possible. Mr. Harding also noted that there may be a need for Executive Sessions in order to discuss contracts because they cannot be discussed in front of the public.

Dr. D'Agostino inquired if there could be potential conflicts of interest. Mr. Harding stated that he would look into what the regulations are for conflict of interest.

Mr. Harding noted that the Task Force is only allowed to discuss what is stated on the agenda. Nothing can be added to the agenda without 24 hour notice; however changes could be made up until 24 hours prior to the meeting. Public testimony cannot discuss an issue that is not on the agenda. Task force can respond to criticism of themselves but cannot speak about anything that is not on the agenda.

### **Election of Chairperson and Assignment of Terms**

Each member drew the length of their terms. Mr. Lenniger and Ms. Loman's terms were drawn on their behalf. Ms. Poplin and Mr. Cummiskey's terms do not expire due to the terms of their appointment to the Task Force. The rest of the members drew as follows:

Three-year Term: Mr. Lenniger, Ms. Loman and Dr. Kraver  
Two-year Term: Dr. O'Reilly, Ms. Grandberry and Ms. Long  
One-year Term: Dr. D'Agostino, Ms. Escandon and Ms. Lorenzen

In the election for Chairperson, Ms. Grandberry nominated Ms. Poplin and Ms. Escandon seconded the motion. Mr. Kraver nominated himself. There was no discussion of the nominations. Dr. O'Reilly motioned that each person submit a written vote and whoever received the majority would be declared Chairperson. Dr. D'Agostino seconded the motion, the whole Task Force approved.

Ms. Poplin won the position of Chair with eight votes in her favor.

### **Establish Meeting Schedule**

Dr. Kraver asked to include a member update on each agenda. Ms. Lorenzen was concerned that this could make the discussion too broad. Dr. Kraver said that it would enhance discussion and introduce new ideas. Mr. Harper suggested a time limit, Ms. Poplin agreed. Dr. Reilly suggested bringing handouts with the additional information; Ms. Poplin said these could possibly be posted to the website. Ms. Grandberry suggested a single sheet summary. Mr. Harding reminded the Task Force that these issues could be presented, yet not discussed. It could be presented and

then placed on the agenda for the next meeting. s. Poplin asked the task force if a motion was necessary for each decision. Mr. Harding stated that asking if there were any objections was sufficient at this time.

Ms. Poplin stated that Department of Education room space is hard to come by and that meetings need to be scheduled as soon as possible. Each member's packet included a meeting date availability sheet and each member was asked to fill it out.

Dr. Kraver asked if the Task Force could meet every two weeks since they were starting later than expected. Ms. Grandberry offered a training room at the Legislature for future meetings. Mr. Harding reminded that there needs to be seating for the public. Ms. Long asked if it was possible to phone in to meetings, Ms. Poplin confirmed that it was.

Ms. Poplin recommended January 17, 2007 as a next meeting date provided there was another location available. Ms. Grandberry and Ms. Lorenzen both offered rooms in their facilities. Ms. Escandon offered a room in her training facility after March 1<sup>st</sup>. The next meeting was set to be on January 17<sup>th</sup> at 10:00 AM at the ASSET facility.

Ms. Poplin stated that at the next meeting they will begin to look at a scope of work in order to flush out an RFP for to submit to the JLBC. Ms. Grandberry stated that the turn around time for JLBC can vary so they should work to finish it as quickly as possible.

Dr. O'Reilly suggested February 9, 2007 as another additional meeting date. Mr. Harper stated that GITA is not available for meetings on Fridays. Dr. O'Reilly suggested the ideal numbers of people to ensure are available for each meeting date to be quorum plus one, a total of eight people. A majority of members will be available for February 9<sup>th</sup> at 10 AM; a meeting is scheduled for that time.

### **Public Testimony**

There was no Public Testimony

Ms. Poplin stated that travel forms could be emailed if members are interested. Stressed the importance of filling out a W-9 and that a Map Quest print out may be used for odometer readings. All paperwork should be sent to Ms. Poplin's Assistant Margaret Ivins.

Assignments: Begin looking into possible RFPs and submit examples to Ms. Poplin to be distributed to the group.

Dr. Kraver moved to adjourn, Dr. O'Reilly seconded the motion. All approved.  
Meeting was adjourned at 3:15 P.M.