

MINUTES  
**TECHNOLOGY TASK FORCE**  
**Classroom Technology Integration Subcommittee**

**DATE:** December 12, 2011  
**TIME:** 1:05 PM  
**PLACE:** WW 55

**MEMBERS:** Chair: Stefani Cook, Vice-Chair: Chuck Winder, Brent Lloyd, Heidi Rogers, Desiree Laughlin, George Boland, Alan Millar, Marne Curtis

The Committee was called to order by Chair Stefani Cook at 1:05 p.m.

Rob Sauer from the State Department of Education (SDE) addressed the committee regarding the Request For Information (RFI) that has been sent to the SDE from various vendors regarding a professional development application. Rob distributed 10 applications for the committee to review on their own.

There will be a vendor fair in January that will give the committee more information and details to assist in making final decisions. This committee does not have to have Request For Proposals from the vendors. A contract can be drawn up as soon as this committee has gone through the RFIs and the needs assessments from the districts. This will probably take place at the end of the fiscal year. Rob asked the committee members if they would like to volunteer to help with the vendor fair to assist SDE staff and Alex Macdonald. Committee members will contact Rob.

The committee went over the recommendations and made adjustments. Jacque Hyatt from the SDE took notes on these recommendations.

The committee took a break from 3:15 – 3:45 pm so that Jacque Hyatt could print out the changes that the committee made to the recommendations.

The committee reviewed the recommendations one more time before submitting it to the full Technology Task Force Committee on Tuesday, December 13.

The committee voted and unanimously agreed on all recommendations and the Chair will submit them to the full committee for adoption.

There being no further business to come before the Committee, the meeting was adjourned at 4:15 p.m.