

REGULAR MEETING – FACILITIES AND TECHNOLOGY SUB-COMMITTEE

Litchfield Board of Education

Monday, October 19, 2009, District Office Conference Room, 6:30 p.m.

Approved 11/16/09

Meeting was called to order at 6:30 p.m.

Committee Members Present: Mr. Shuhi, Mrs. Fabbri

Absent: Mr. Noone

Also present: Mr. Simone, Dr. Wheeler, Ms Longobucco, Mr. Crowe, Mr. Brennan, Mr. Zaremski, and Mrs. Moore

Approval of Minutes of September 21, 2009

MOTION made by Mrs. Fabbri and seconded by Mr. Shuhi: to approve the meeting minutes of September 21, 2009.

MOTION carried. All votes were in the affirmative. There were no abstentions.

Communications – none

Public Participation - none

Report on Technology Acquisition and Allocation: Andrienne Longobucco, Matt Brennan

Discussed the current number of computers in each school (exhibit 1) LHS: 288 including just purchased netbooks, LIS: 81, CS: 91, total (without C.O.) 460 machines.

Discussed computers by age (exhibit 2a,b, & c): CS: 45% last year were 5 years or older; LIS 50% are 3 years old; LHS the majority are 3 & 4 years old, last year 15% were 5 or more years old; 2007-2008 all new computers went to LHS/LIS as part of the building project; 09-10 2 labs replaced: CS library lab & LHS business lab: both over 5 years old.

Discussed average computer age: (exhibit 3)most older computers are at CS; (exhibit 4) majority of district computers today are 3, 4 or 5 years old, some are 7 years old; replacement plan is based on yearly adopted budget.

Discussed replacement schedule (exhibit 5).

05-06 3 LHS labs replaced.

06-07 CS main lab replaced; LHS business classrooms & library replaced.

07-08 LHS/LIS replacements through building project funds: LHS main lab, 7th & 8th grade lab; LIS Main lab & library lab.

08-09 LHS CAD & video classroom labs.

09-10 LHS business A lab & notebooks, CS library lab (1st time new computers as previous were all recycled).

Discussed Projected Replacement Plan: based on budget and annual evaluation of need

10-11 CS Main Lab; LHS Business A & Library.

11-12: LHS Main Lab, LIS Main lab & library.

12-13 LHS 7th & 8th Lab, CAD & video labs.

13-14 LHS Business B, CS Library.

Plan to place identical hardware in each lab to provide same guaranteed experience for every student; computers are customized for each purpose; quality equipment prioritized for labs as most frequently used; when a lab comes off line, review types of software that are needed for replacements; all software applications reviewed each year; lab machines bump out classroom machines; lower-end users get lower-end machines; recycle carcasses of old machines: free over last several years as we found vendors to dispose of them and the tech team expedited the process of prepping them for pickup/disposal; we work with Dell reps to minimize the costs by buying in bulk and comparison shopping.

Discussed software licensing.

Every machine fully licensed for all installed software; no one may independently load software; licensure tightly controlled for compliance; CREC consortium used for software purchases (Microsoft contract); district joined 3 years ago after a cost analysis & has saved \$7,000 in purchases through consortium; district purchases annual license which permits us to add additional machines; district attends that annual meeting of the consortium.

Discussed summer technology work 2009 (representative list)

Opened U-Tube for staff only; migrated to new servers; worked on inside and outside firewalls; re-installed MOODLE; non-financial data bases i.e. SNAP upgraded; installed 2 new labs and other computers; consolidated printers and centralized functions; cleaned machines in each school; re-imaged all machines; ordering; installed wireless filtered internet in senior area; installed automatic daily shutdown time for all computers & printers; LIS auditorium upgrade; developed Quick Tech (QTs) instructional sessions for roll out to faculty 09-10.

General discussion: teachers' ability to earn required technology CEUs; software inventories maintained by school-based specialists; if software is required through IEP, licensure is thoroughly investigated; consortium cost fluctuates annually based on Microsoft School Agreement w CREC, average cost \$18,000; CREC provides a "menu of services" per workstation

Anything purchased by district in technology is part of the adopted budget.

Anticipated for future: projectors at CS; television replacements; SMART Boards.

OCR update: Tony Crowe, Gary Zaremski

Self study process underway; given specific areas of the school to review; self study will be submitted to SDE prior to site visits; to date self study indicates 6 sinks (1 in each Sci lab) that need adjustment for leg room; majority of problem is furniture that is not accessible: need new student and teacher desks; swing space needed in every room, some classrooms are smaller than others; need to clarify era of construction for each area which will determine the rules in place for each area of school building.

Constant Contact: e-news system (Matt Brennan)

Communication management system for general community as well as families & staff; AlertNow cannot "unenroll" subscribers, community at large could not be added unless enrolled in PowerSchool: not feasible; purchase for up to 5000 users approximately \$510 per year.

District will investigate how many contact Brookfield has in relation to their 3,000 student enrollment.

Strategic Planning:

How will fund future purchases?

Students' personal needs: student-owned notebooks, need to be responsive to their needs; Cloud applications?

How do we educate the public about future budgeting needs in technology?

Discussed format/template for technology portion of strategic plan.

Need tech specialists, faculty, community members.

Seek topics for input from community members.

Next Agenda:

Intrusion alarm update.

Update on odor in LIS office area.

MOTION made by Mr. Shuhi and seconded by Mrs. Fabbri: to adjourn the meeting at 8:00 p.m.

MOTION carried. All votes were in the affirmative. There were no abstentions.

Respectfully Submitted,
Dr. Deborah S. Wheeler
Recorder