Information Technology Study Committee
Meeting Minutes
October 3, 2019
Hanover High School
Small Conference Room

Present: Dr. Thomas Raab, Bill Hartigan, Sunny Gleason, Brian Ciccolo, Don White, Lincoln Heineman, Carol Rodday

Meeting was called to order at 4:05pm.

Minutes of September 5, 2019 were distributed.
Motion to accept the minutes from September 5, 2019 was made by Brian Ciccolo, Seconded by Don White. Voted to accept with revisions unanimously.

Lincoln Heineman asked status of security testing. Bill Hartigan responded that he still does not have the results of testing. NBC10 made a public record request for how much has been paid to ransomware. No monies have been spent to ransomware.
Sunny Gleason commented that phishing programs are on the rise.

Tom Raab distributed draft of Capital Project Requests FY20 (appropriated)-FY25. This a draft for discussion only, not official recommendations at this time. Are all things listed in FY21 and FY22 appropriate or should anything be moved out? Lincoln Heineman is working to get in front of the Advisory Committee October 30 or November 6.

Schools and Town-Wide Technology:
1. The laser cutter is the only school department request ($15K). Cost is approximately $12.5K plus an extended 3 year warranty. It is a table-top laser cutter for the Engineering department at HHS. The current laser cutter was purchased in 2007 and was well used. This is a replacement. Can no longer get parts for current laser cutter. Jeff Faria, HHS teacher, researched and sent quote to Tom Raab. All agreed this is a technology request.

2. Year 2 of WiFi upgrades at Council on Aging, Hanover Police Department, and Hanover Fire Department.

3. Voip phones will be installed at HHS. Once complete entire town will be on 4-digit dialing system.

4. Upgrade ViewPermit software at town hall: Current product is at end of life. Leave cost at $30K, but with discounts may be less by May at town meeting.

4. Upgrade and add HHS cameras
Bill Hartigan is talking to Matt Paquette and Officer John Voelkel about camera blind spots at HHS. Bill thinks some cameras may be moved and new cameras added. Possibly replacing the head on some cameras to have 4 angles to view. He may be able to lower cost, if not can justify expenditure. Brian Ciccolo pointed out that competing vendors may bring cost down.
The request needs to be final by January or February 2020. Warrant is voted on by selectmen in February so we want to be pretty close by October 30. We should have a general sense of cost of new cameras, components, etc. and how many need to be moved/added from HHS Principal Matt Paquette by October 30.

5. HMS and HHS Vape Detectors
New Massachusetts law may take care of vaping issue. Brian Ciccolo feels we don't have facts to defend vaping detectors. Don White does not agree with vaping detectors. Punishment of student should be enough. Bill Hartigan is hoping state ban will take care of issue.
Have principals seen a change since state ban?
Don White does not feel it is an effective way to spend taxpayer monies. Tom Raab explained the committee has been asked to consider this expenditure.
$40K would purchase 8 detectors for HMS and 8 detectors for HHS. Bill Hartigan explained their technology is a work in progress, they have given false positives and no alarms at times.

Tom Raab made the following motion:
This committee is endorsing the Capital Project Requests list with reservations about vape detectors. This committee needs additional input from Dan Birolini and Matt Paquette.
Brian Ciccolo made a motion to accept endorsement of Capital Project Requests with reservations about vape detectors.
Sunny Gleason seconded the motion. Motion was approved with a unanimous vote.
Tom Raab will invite HHS Principal Matt Paquette and HMS Principal Dan Birolini to the next meeting of this committee.

FY22:
Facilities request: Bill Hartigan will talk to principals to get information regarding requests to replace master clock and intercom systems at Cedar and HMS. With new phone system there may not be a need for new intercom systems. This request was made prior to the security upgrades being made at Cedar and HMS.

FY23, FY24, FY25:
Bill Hartigan reported last week two leases were signed out of this year's budget for all computer labs at HMS and HHS. In three years these leases will flip with all new hardware.

Copiers are doing well. If repeating costs, should be out of operating budget. Capital items are at risk of not getting funded at town meeting.

Bill discussed KnowB4 which is a phishing test product. It is a good product. If employee clicks on test email they send, it automatically enrolls employee in online training session. There is a 20% discount through a south shore group. 90% of security breaks enter through phishing emails.

Payroll departments are attacked often through employees banking information. In Hanover only two employees have ability to change banking information of employees.

Brian Ciccolo suggested that as we get to renewal of contracts (July 1), do a check to verify what vendor is doing with our data. Is vendor doing backups? Are their systems tested? Are their employees educated about phishing?

Board of Selectmen update:
November 18 is Technology and Education night. Tom Raab, Matt Ferron, and Bill Hartigan will present a brief report to the board. They will speak to the upgrades that took place over the past summer and a brief message about the capital plan.

Review of Tech Policies:
Tom Raab distributed copies of town/school technology. They will be kept as standing agenda items for this committee. Tom Raab will also email to committee members.

Sunny Gleason asked about a "bring your own device" policy.
Brian Ciccolo referred to #10.3 on Digital Technology Acceptable Use Policy: "Personal computers must have up-to-date virus protection software in order to be placed on the district's network".
Brian Ciccolo asked if anything can or should be enforced for student owned devices on our cellular network, for example: inappropriate behavior in school but not on a school device or network. Some parents do not want the child monitored at all in school.
Sunny Gleason talked about hotspots. Do we prohibit student hotspot sharing?

Bill Hartigan spoke about request for adding internet/WiFi to the pressbox. Bill said it is very simple, he would build another network. Pressbox would have their own VLAN.

Tom Raab asked if there were any new items to be brought up for discussion. No new items.

Tom Raab moved to adjourn the meeting at 5:20 pm. Brian Ciccolo seconded the motion to adjourn. All voted in favor of adjournment of meeting.

Next meeting date TBD

Respectfully submitted,
Carol Rodday

Documents used:
Capital Project Requests (Draft)
Digital Technology Acceptable Use Policy
Internet Access and Use Policy 01-02
Electronic Mail "E-Mail" Policy 01-01
Use of Laptop Computers Policy 06-01