Hanover Public Schools

Matthew A. Ferron
Superintendent of Schools

Thomas R. Raab, Ed.D.
Business Manager

Deborah St. Ives
Assistant Superintendent

Joan Woodward
Director of Student Services

Information Technology Study Committee
Meeting Minutes
Hanover High School
November 16, 2017
Small Conference Room

Present: Brian Ciccolo; Bill Hartigan; Patrick O'Brien; Thomas Raab; Don White;
Gavin Little-Gill; Carol Rodday

Meeting was called to order at 4:30pm.

Don White addressed Open Meeting Law explaining that without the 5th member appointed to committee, conversations among members may not take place outside of meeting as even 2 members would be 50% of the committee. 1:1 conversation could take place if 5 members on committee, but not with 4 members. Once a chairperson is appointed members may email chairperson. When a 5th person is appointed that person will be brought up to speed.

Gavin Little-Gill explained what Advisory Board is thinking and looking for. The big focus will be to talk about technology and the town's operating budget. More time will be allowed to discuss Capital budget items. Advisory Committee should rely on expertise of residents in town for evaluating technology needs. Example of capital expenditure was explained as $300 computer is not a capital expenditure unless it is bundled and several computers are purchased. The life expectancy of a laptop is approximately 7-8 years in the schools per Bill Hartigan.
Monies designated as capital expenditure must be spent for the items requested. Cannot be spent in any other way.

Tom Raab discussed telephone systems. The schools will accept responsibility for telephones and maintenance townwide. Salmond, Center, and town hall have gone live with new telephone systems so far.

Bill Hartigan presented power point packet regarding Server Upgrade Project which included:
- Summary of the current state of servers in the Hanover Schools including 6 obsolete Window servers, 8 obsolete Mac servers and 1 Ubuntu server.
- A snapshot of a server monitor on 11/16/17 at 9:30 am
- Proposed future state of the above servers
- New server environment

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Detailed summary of proposals for new servers received 2017 from 4 different vendors.
Bill Hartigan gave detailed descriptions of the 4 proposals received costing $18K, $46K, $65K, and $154K. His suggestion would be to go with either Storage Networks ($46K) or Whalley ($65K). This would be a one-time capital cost with the understanding that if Hanover Police Dept and Hanover Fire Dept were to be added in the near future the cost for additional memory would only be an additional $20K (approximately). There may be additional personnel costs now and once HPD and HFD are connected due to the 24/7 operation of these departments. Both these products Microsoft, industry standard, more tech people out there familiar with. Either of these servers will get us to a place to grow 5 years down the road.

Don White discussed software (Softrite) which finance dept. uses. Tom Raab is happy to hold the discussion for another year once the new town finance director is settled in. Don White suggested Softrite may be fixable. Maybe we have Hanover High students who could work on this. School Dude was also discussed and it was explained that it is more of a "work order" tracking system than a software program. It is a town-wide facilities system, not just school dept.

Gavin Little-Gill discussed policies and procedures put in place for cyber security and new town employee contracts including a $1200 -$2000 stipend per year for technology (phones, laptops, etc) More information needs to be provided, not aware of this practice. Schools do not include stipends for technology.

Dec 8 Advisory Committee is not looking for specific $, more of a "We think we will need $$$". Assistant Town Manager Tony Marino is looking for a preliminary list.

NAC (Network Access Controls) were discussed. HPD and HFD is not connected to our network at this time. MX Consulting provides support at this time.

Bill explained moving the school's website to an outside host, cost being $3,000 per year. Host would provide security to the site. This would be a salary saver to the town.

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Tom Raab explained that the highest risk with our servers right now is if a server goes down it is a 15 day recovery time.

So far Committee is looking at $65K request for FY19 and needs to map out what FY20 and FY21 would like like.

Patrick O'Brien nominated Thomas Raab be appointed chairman of the Information Technology Study Committee, Don White seconded the motioned. All voted yes. (Voting members: Don White, Patrick O'Brien, Brian Ciccolo).

Meeting was adjourned at 5:35pm, 11/16/17
Next meeting 12/14/17, 4:00pm