

DRAFT

**Information Technology Study Committee
Meeting Minutes
February 28, 2019
Hanover High School
Small Conference Room**

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

Meeting was called to order at 4:05 pm.

October 25, 2018 meeting minutes were distributed and tabled until next meeting. Quorum was not met for accepting October 25 minutes.

January 17, 2019 meeting minutes were distributed and read. Motion to accept minutes was made by Don White, seconded by Brian Ciccolo. Sunny Gleason abstained from voting. Minutes were accepted by unanimous vote.

The Information Technology Committee will be presenting FY20 technology budget to the Advisory Committee at Wednesday, March 6 during School Committee budget presentation. Summary of budget is expected.

Tonight's meeting Tom Raab would like to go over FY20 budget and beyond. See IT Budget History FY 2013-2025. Page 1 of this doc shows FY13-FY18 history, back page shows FY19, FY20, and projection going forward to FY25.

This year FY19 200 chromebooks have been leased, this is first year going into future leasing. Plan is for each year 50K will be added to technology expense line item.

Lincoln Heineman has added to tech budget from other town departments. Bill Hartigan will be able to review invoices to make sure all departments are in line.

When Tom Raab met with town manager decision was to cut the 1 additional technology staff to be hired. Technology department is at full staffing now. Will spend next year and half at this level, then look at staffing again. Town manager requested to get the school budget (which includes technology for schools and town) down to a 4% increase.

Sunny Gleason asked when do we advocate for more money? Tom Raab explained that budget reflects what we need to have a "maintenance of effort" budget. The commitment of additional \$50K per year compounds which gives technology an increase of 8-10% rather than 3.5-4% that the schools look for.

School ask for 3.5-4% per year Tech more like 8-10% per year \$50k each year. Advisory is behind us on this.

Technology was separate from the school budget until FY15. Schools inherited technology at this time. Telephones were a large part. Bill Hartigan has a handle on telephones (obsolete phones that were still being paid for, getting better pricing, etc.). Savings gave additional technology spending dollars.

Additional part of presentation to Advisory Committee is to highlight technology accomplishments that have taken place this year.

Video cameras at Cedar and Hanover Middle Schools. 222 cameras can be viewed at Hanover Police Dept. and on school resource officer's phone. HPD dispatchers can pull up cameras for a call and relay what they view to first responders.

Discussion took place on what is technology and what is facilities? The camera article was passed as a Facilities article. Bill Hartigan manages the system but Facilities holds the key to the vendors. Don White feels running cables should be under Facilities. Tom Raab, Brian Ciccolo, and Don White agreed that anything network related should be managed and controlled by Technology.

New Center School has same camera system as Hanover High School. HHS had to upgrade software. Brian Ciccolo asked how much technology is Facilities managing? Bill Hartigan believes security is the only area managed by Technology.

VOIP telephones are planned for FY21. Wiring for VOIP is planned for FY20. After this is done entire town will be on same telephone system.

Bill Hartigan highlighted accomplishments for reporting to Advisory Committee:

Cameras at Cedar and HMS

Center school project and installing technology

New Center School server purchased from Center School project

Don White started discussion on what email platforms are being used. Schools use free Google email. Other departments have ma.gov.

Work is in progress to consolidate all town department websites to ma.gov

Don White discussed the Softright software, with the correct training it is acceptable. Tom Raab said the their customer service is not bad.

Don White suggested to Brian Ciccolo for his students to possibly set up a program for dog license database for town clerk.

Topic of scanning documents coming into town hall and eliminate paper storage.

Good conversation to have department by department with technology.

Tom Raab will talk to Joe Colangelo and see what he thinks of this while cleaning out the basement of town hall which will take place in April.

Sunny Gleason asked if the school department is paperless? Tom Raab explained that certain laws mandate schools to give paper to parents. The system of record is electronic. No paper report cards or progress reports (unless parent request). Everything is tracked electronically. Health and Student Information System are both electronic. Payroll is mostly electronic.

Brian Ciccolo feels we need to purchase software to cover different layers of filtering that we need for our students.

Brian Ciccolo made a motion to adjourn the meeting at 5:03pm. Don White seconded motion. Voted unanimously to adjourn.

Respectfully submitted,
Carol A. Rodday