

## Technology Committee Meeting 2/9/2007

Present: Scott Vaitones, Tod Brown, Matt Kopishke, Bob England, Melissa Merrifield, John Hilker, Richard Blackman

1. Approved minutes for last meeting.
2. Adjustments to Agenda
  - a. Tabled "Tech Coordinator" beginning discussion to later date
3. Electronic communication continuation discussion
  - a. Tech Committee members agreed to the following
    - i. FirstClass is still the best option for MSAD40 at this time
      1. People are used to the system.
      2. It is both an email package and a conferencing system
      3. Fits within the educational setting, well still
      4. Will need to budget in 07-08 school year for the following year to upgrade the software.
      5. Need to verify FC will handle the archiving / new regulations regarding record retentions
    - ii. FC system prior to bringing a proposal to Communication Committee
      1. Consolidation of existing conferences, first steps considered as on going maintenance, primarily
      2. Conference Permission and User verify, remodel desktops
      3. Move download documents to Web Portal, ex special ed.
      4. Determine number of users in each area currently
        - i. Employee
        - ii. Student
        - iii. Community
    - iii. FC Proposal to address (then to Communication Committee in April)
      1. Policy for Appropriate Use update
      2. How a User is determine to be eligible for a CLN account
        - i. Employee
        - ii. Student
        - iii. Other? Community, board members etc
      3. Determine Users removal procedure in relation to being "eligible", how they are expired from the system
4. Other issues as they relate to new Federal ruling on keeping
  - a. Need to determine how wish to address the archiving of information as it relates to this new rule. Then to educate the staff on expectations around this issue.

5. Equipment Inventory.
  - a. Currently the Library software is used on a limited basis to track some equipment within the district.
    - i. Need to develop/implement a more flexible and comprehensive system.
    - ii. Matt, located an Open Source solution and has installed it for beta testing. It appears to be able to do everything we need and more.
  - b. It was suggested adding to the current 06-07 budget the materials for bar coding / scanning to this database
6. Technology Integration Person for MVHS
  - a. Todd is willing to discuss the need at the board meetings. Suggested that Tom Keller be spoken to regarding the use of this person. Get MLTI data demonstrating the use of such a person in the MLTI middle schools to support this type of position.

- **Next Meeting:**
- **March 20<sup>th</sup>, Tuesday 2:30 pm**

- **Agenda Items:**

- Draft Proposal for FirstClass
  - Number users
  - Cost
  - Redesigned system beyond the normal maintenance (that will be done prior to this meeting.
  - See 3 iii above
- Purchase Order System
  - ADS Update
  - In house build system?
- Inventory System
  - Model
  - Determine what will use it for
  - Determine timeline for use
- Discuss summer plans
  - Cloning teacher machines..
  - Student machines
  - Other