

Technology Committee Meeting 3/21/2007

Present: Scott Vaitones, Matt Kopishke, Bob England, Melissa Merrifield, John Hilker

1. Adjustments to Agenda
 - a. Did not do at first, added some later will be reflected in these minutes.
2. Inventory System: Matt presented to the group an open source piece of software (no cost) called OCS. It seems to be a pretty encompassing piece of software. The software resides on a Server and computers within the district will update the server database automatically. This takes place after the computers, referred as clients, have a piece of software installed on them. The clients will pass up a whole range of information about the client machines hardware and software. The OCS software will
 - a. Help monitor the computer equipment status PC/Mac
 - b. Help determine what needs to be updated PC/Mac
 - c. Help distribute software updates to PC in package forms
 - d. Issues to consider possibly policy to address
 - i. Who can push out packages
 - ii. Who has access to view the information
 - iii. Log history
 - e. Will need to revisit the above once we become a little more familiar with the software. That will take place after Matt sets up some of the configuration and finish testing on some client machines.
 - f. To push out packages to Mac platform will use ARD (Apple Remote Desktop).
 - g. The OCS will help tremendously with providing data for budgeting and planning going forward.
3. Trouble Ticket System: Matt shared with the group an open source “trouble ticket system” known as GLPI. This system can talk with the OCS system too. It will pull information from the OCS to help with the trouble ticket issue. This also seemed to be a fairly compressive package. It will be configured/tested some more in the next few months. Issues to consider:
 - a. Need to have a way to track a persons abuse of hardware
 - b. Data from tickets should assist in helping budgeting, and training consideration of staff
 - c. LDAP capable,

4. Purchase Order System: Scott researched a feature enhancement to the ADS financial system to generate PO's. Specifically, seeing if ADS process/package is the direction we should pursue. He shared and concluded that it would require addition "printing" in the business office and not practical given his budget process. A discussion about looking for another Open Source package or building it in house occurred. As a result, something will be written in house to be a "form generator". Timeline for working system is October 07.

5. CLN/FirstClass:
 - a. FirstClass Upgrade: John updated the group on about his research into upgrading the FC through Kannoncom.com a FC reseller and some connection with ACTEM for a bulk purchase. John did not have actually have numbers yet to gauge for a future budget cycle, he stated the actually price will depend on the total numbers in a bulk purchase. We do not have this budgeted for an upgrade in the 07-08 year, but are planning on 08-09 budget year. This years bulk purchase had to be determined by June. Future years, we hope to participate in this type of purchase/upgrade if available. Reasons for the upgrade
 - i. New Federal regulations regarding archiving email correspondence.
 - ii. Annual service support needed and have not been doing this in the past and annual upgrades would be included once we are on a current version. Last upgrade was in 2002?
 - iii. Web page for staff capability through RWD, Rapid Web Development.
 - iv. LDAP capable

 - b. Draft Proposal for CLN changes to user base and public conference structure. With the need to upgrade FC and the new Federal regulations on record retention it seemed logical to review MSAD40's current CLN practices and policies: To date the following has occurred since last tech meeting.
 - i. A through review of all conferences, users access to each conference, current users by sub groups etc.
 - ii. A removal of many unused conference have been removed or relocated with CLN.
 - iii. A removal of past employees who had access to internal district conferences.
 - iv. Public conferences had been closed to participation do to issues that appeared to conflict with current CLN policy.

 - v. Future status of CLN: A draft policy for changes to the users access and practices has been written and shared with the group. This policy will go to the communication committee for review/comment and possible approval. In brief:

1. CLN will become a district system limited to students, staff and board members. Community email support will be discontinued. Public Conference for distribution of district information will continue or be moved to the district Web Portal.

6. Technology department possibilities for next year 07-08. Two handouts were distributed and briefly discussed. These handouts were crafted at the request of the Superintendent on how to proceed without a Director of Technology for 07-08. Each of these handouts are quite detailed so were cursor reviewed and Scott said he will present them to the Superintendent and provide them to the board prior to Technology Budget line being discussed at the school board budget meetings. In addition, Bob went over a spreadsheet file that represents information comparing MSAD 40 with surrounding districts technology support. After discussion and at Scott's suggestion, the file will be shortened into a more concise format for the board. It will be included along with the other two handouts.
 - a. Request for time with all district staff on the "first staff day" to go over how things will work in 07-08.
 - i. Ticket system
 - ii. Inventory/package delivery
 - iii. Web resources / district employee portal.

- **Next Meeting:**

- **April 10th, Tuesday 2:30 pm MVHS Library**

- **Agenda Items:**

- Approve Minutes for 2/9/07 and 3/21/07
- MMS technology needs/issues
- Communications Committee response to CLN proposed changes.
- Possible, 06-07 tech budget changes from board meetings discussion
- Timeline for April to end of school, Timeline for
- Other please send via CLN to Bob England