

Natick Information Systems Advisory Board (NISAB)
*****DRAFT Meeting Minutes: September 14, 2011 DRAFT*****

ATTENDEES

NISAB: Hank Szretter, Todd Gillenwater, John Bradford
Town Government: Michael Walters Young
Municipal IS Department: Robert LeFrancois
School IS Department: Dennis Roche
Concerned Citizens: Randy Brewer

AGENDA DISCUSSIONS

- Quorum: Three board members present
- Motion to accept minutes of the June 8, 2011 meeting – approved
- Bob presented the “Information Technology Director Quarterly Report”.
Items reviewed included:

1) Initiatives and Recent Developments

- Software Demos of Munis Permitting software and Content Management software, NovusAgenda Meeting scheduling and Agenda Software, General Code quick overview of Document management system Laserfiche and Municipality permitting software
- New Town Website went live in July.
- Aruba public and private wireless network installation in Town Hall, Public Safety Bldg, EOC, DPW, Senior Center and Rec and Park buildings completed – see attached
- Cutover to new HP Procurve switches in Fire HQ and Park and Recreation
- Meeting Rooms Equipment Upgrades installed in Assessing Department – remaining Town Hall Meeting Rooms scheduled for fall installation.

2) Hardware Purchases –

- EOC Meeting Room Upgrade from grant – (2) Epson Brightlink Wall Mounted Projectors and interactive whiteboards, (3) LCD TVs and (2) EOC Dedicated Dell 6520 Laptops

3) Software Upgrades and Deployments -

- Deployment of AppAssure Replay 4 Backup software for continuous system backup with compression, deduplication, backup replication, currently running internally but can also upload backups to offsite storage - cloud.

4) Fall Projects -

- Deploy new PCs as part of equipment life cycle replacement
- Migration of Assessing Point Software (Receivables, Billing), Personal Property Software (Patriot) and Assessing CAMA software (Univers) to virtual servers
- Work with Town Admin and LEPC to improve technology in the Town's Emergency Operations Center (EOC)
- Finalize Social Networking Policy
- Cutover to new HP Procurve switches in Police HQ and core INET Switch
- Continue reviewing Permitting and Document Archiving Systems with vendors General Code, Munis and GeoTMS
- Virtual Town Hall training onsite and online
- Setup wireless laptop classroom for Munis training in October and November
- Upgrade meeting rooms in Town Hall with projectors, interactive whiteboards, document readers, etc..
 - Continue to evaluate cloud based solutions for offsite backup, email, disaster recovery, etc...
- Dennis presented the "School Technology Report". Items reviewed included:

1. Wireless Network Expansion

Middle Schools 100% Complete. Last year we had implemented 60% of both middle schools.

High School - Current building added wireless to modular classrooms and select areas of the HS as directed by the principal.

Elementary Schools 100% Complete.

Three different wireless networks available:

Guest - Internet Access only (no password required- opening up to the public!)

Natick Public Schools – Requires network account and allows resources to all

Secure – Most secure way of using wireless

2. Implemented Roaming Internet Filter - M86

Three levels of filtering:

Guest – Users are unidentified so it needs to be strict
(Internet access but no facebook or youtube)

Student – Can be more open than guest as we can track activity by user.

Faculty & Staff – More open than student.

3. Google Environment:

All employees setup within a domain called natickps.org

All students setup in a domain called students.natickps.org

Permissions slips went home with students on the first day of school.

Now with 25GB of storage

Archiving Requirements

Natickps.org – archives email for 7 years

Students.Natickps.org – archives for 1 year

Separate domains so confidential information is not accidentally shared with students who may have similar names to an employee (ie: IEP information)

Email:

Turned on for students in grades 8 - 12 to start 2011 – 2012 school year.
Email addresses will be loaded into IPass so teachers can pull up class lists in IPass and look student email addresses or email the entire class.

In the future we wish to provide email to more students;
We first then the budget to cover the additional archiving cost
And we need to do for an entire grade level.

Chat:

This service within Google has been turned off for students and other apps such as Ichat and Skype are not available on student machines. These types of tools are only available to the teaching staff.

But Google's collaborative features within documents could in itself to used for basic text chatting that everyone needs to be aware of.

Sites:

This service within Google allows individuals to create websites on the public internet.

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Document Sharing:

Teachers will need to setup groups of students for each of their classes to share documents. This can be done within Google contacts and the email information will be populated within the Ipass by class.

Once groups for each class are created they will be able to issue permissions to each of these groups.

4. Data Storage

The Natick Public Schools network no longer stores private files for any user (teachers or students). The only exception is for employees that are desktop users.

The Natick Public Schools is responsible for storage data for many data base systems such as our Student Information System(IPass), Health System (Snap), Library Circulation System (Destiny), and Point of Sales (NutraKids) etc.

Laptop users save files to their laptop and are provided an external drive to backup and restore files as needed.

All faculty, staff and students are provided Google accounts which gives them storage for saving files. This migration to Google has allowed us to retire approximately 20 file servers this past summer. Huge cost savings for the school district.

It is recommended that students also purchase an USB thumb drive to storage personal files as needed.

5. Implemented Casper Management Suite

Tools that will allow us to better manage thousands of client devices and minimize additions to technology department head count.

Main Features:

- a. Provides Self-Service Website** – to add printers and software.
- b. Inventory Control and Policy Features** – able to gather specific versions of firmware and software, reporting features and ability to set policies to take automated action on what it finds.
- c. Remote Control** – provides the ability to remotely control a machine to resolve technical issues.

6. Implemented Classroom Management System – LanSchool

Allows teachers to keep students on tasks in 1 to 1 environments. Ability to see all student screens, take remote control and push out real time assessment test or quizzes.

- Citizen's Concerns:
- Concerns of the members of the Board: No additional
- Next Meeting of the Board is December 14, 2011 at 3:30PM.
- Motion to Adjourn – approved