

# INTERLAKE SCHOOL DIVISION

MINUTES OF THE TECHNOLOGY COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY MAY 5<sup>TH</sup>, 2014 AT THE TRANSPORTATION MAINTENANCE AND TECHNOLOGY FACILITY, STONEWALL, MANITOBA.

## **COMMITTEE MEMBERS PRESENT:**

SHARON BAKER (COMMITTEE CHAIR PERSON), MARK GRINDEY, DORIS HUNTER, DAVE HARCUS

## **ADMINISTRATION PRESENT:**

JIM SAJ: TECHNOLOGY COORDINATOR  
ROBERT HUME: IT MANAGER

THE MEETING WAS CALLED TO ORDER AT 5:35 PM.

## **AGENDA ITEMS**

### **1. APPROVE AGENDA:**

- DISCUSSED AND APPROVED

### **2. CURRENT PROJECTS IN PROGRESS:**

- EXCHANGE/OUTLOOK UPDATE
  - ISD STAFF ARE ON OUTLOOK NOW
  - CURRENTLY DEVELOPING PUBLIC FOLDER ACCESS / PERMISSIONS TO ACCESS THE FIRST CLASS CONFERENCE MATERIAL HOSTED IN THE PUBLIC FOLDERS
  - CREATING DIVISIONAL DISTRIBUTION LISTS FOR STAFF TO USE.
- A COMPUTER TECHNICIAN HAS COMPLETED A MICROSOFT SCCM (SYSTEM CENTRE CONFIGURATION MANAGER) COURSE (MANAGING LARGE GROUPS OF COMPUTERS, SOFTWARE DISTRIBUTION, ETC)

### **3. UPCOMING / SUMMER PROJECTS:**

- REIMAGING OF ALL TEACHER LAPTOPS
  - INFORMATION HAS BEEN SHARED WITH ALL SCHOOLS TO COORDINATE THIS PROJECT
  - LAPTOPS WILL BE AVAILABLE FOR PICK UP BY STAFF IN MID AUGUST
- NEW HARDWARE DEPLOYMENT INCLUDES
  - NEW DEVICE FUNDING FOR WARREN ELEMENTARY, TEULON ELEMENTARY, SECRETARIES AND TRUSTEES.
  - OFF LEASE HARDWARE FUNDING FOR SCI, WCI, TCI, CONCORD, PRAIRIE BLOSSOM, ROCK LAKE AND NEW HAVEN COLONIES
- ROUTER REPLACEMENT WITH NEW SWITCHES IN CONJUNCTION WITH NEW FIBER BUILD

### **4. STRATEGIC PLAN**

- FIBER UPDATE
  - GPS ROUTE INFORMATION HAS BEEN SENT TO ROHL'S GEOMATIC DIVISION IN EDMONTON. GPS INFO WILL BE USED TO DESIGN THE ROUTES THAT WILL BE SENT TO THE VARIOUS MUNICIPALITIES, TOWNS AND TO THE DEPARTMENT OF MANITOBA INFRASTRUCTURE AND TRANSPORTATION FOR APPROVAL. UPON APPROVAL, THE PHYSICAL BUILD TO BEGIN.
  - WE HAVE BEEN WORKING ON SEARCHING/CREATING PARTNERSHIPS

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### **4. STRATEGIC PLAN CONTINUED**

- POWERSCHOOL
  - THE SECOND ROUND OF GENERATING THE PROVINCIAL REPORT CARD IN ALL ISD SCHOOLS HAS GONE WELL
  - POWER SCHEDULER IS BEING USED TO DEVELOP SCHEDULES AT SCI AND WCI. BOTH SCHOOLS HAVE USED THE ONLINE COURSE SELECTION PROCESS FOR STUDENTS TO SELECT COURSES. TCI ADMINISTRATION IS WORKING WITH THE ISD DATA SYSTEMS TECHNICIAN TO COMPLETE THE SCHEDULING PROCESS AT TCI.
  - ISD DATA SYSTEMS TECHNICIAN IS WORKING ON BUILDING/FIXING THE TRANSCRIPT REPORT FOR HIGH SCHOOL STUDENTS AS WELL AS DEVELOPING A VARIETY OF FORMS FOR THE DIFFERENT SCHOOLS/DEPARTMENTS TO USE.
  - MOST RECENTLY, AN UPDATED TRANSPORTATION INCIDENT MANAGEMENT SYSTEM IS BEING DESIGNED WHICH WILL BE USED BY THE TRANSPORTATION DEPARTMENT DRIVERS AND SCHOOLS.

### **5. DIVISIONAL STEERING COMMITTEE:**

- DISCUSSIONS ON SOCIAL MEDIA CONTINUE. THE COMMITTEE IS DRAFTING A SOCIAL MEDIA POLICY FOR STUDENTS.
- EARLY DISCUSSIONS ON SHAREPOINT/SCHOOL BUNDLE CONTINUE

### **6. FUTURE PROJECTS:**

- FUTURE USE OF FIBER.
  - DISCUSSIONS REGARDING HOW THE DIVISION PLANS TO CREATE OF A SECURE ENVIRONMENT IN WHICH TEACHERS/STUDENTS CAN COLLABORATE ON A REGULAR BASIS TOOK PLACE.
  - THE TECHNOLOGY DEPARTMENT IS CURRENTLY INVESTIGATING THE FUTURE USE OF SHAREPOINT / SCHOOL BUNDLE
- CONSOLIDATION OF SERVERS AFTER FIBRE HAS BEEN INSTALLED
- WOODLANDS SCHOOL SWITCH OVER

### **7. INFORMATIONAL ITEM:**

- INFORMATIONAL ITEM:
  - SWITCH TENDER – TENDERS WERE ISSUED AND REVIEWED. THE TECH DEPT WILL BE TESTING EQUIPMENT BEFORE A RECOMMENDATION WILL BE MADE INFORMATIONAL ITEMS:

**8. ACTION ITEM:**

1. THE COMMITTEE REVIEWED THE RESULTS FROM THE COMPUTER HARDWARE REQUEST FOR TENDERS FOR THE 2014 – 2015 SCHOOL YEAR.

<b>DESKTOP SYSTEMS</b>	
COMPANY	TOTAL COST PER UNIT EXCLUDING TAXES
<b>Submission #1</b>	
<ul style="list-style-type: none"> <li>• Base unit – Optiplex 9020 SFF, 3 yr warrantee, 8 gb Ram, Intel Core i7 4770 processor – Windows 7</li> </ul>	899.00
<ul style="list-style-type: none"> <li>• 19 inch LCD adjustable monitor (<i>not included with Base Unit</i>)</li> </ul>	120.00
<ul style="list-style-type: none"> <li>• ALL IN ONE – Optiplex 3011, 3 yr warrantee, 4 gb Ram, Intel Core i5 3470S processor – Windows 7</li> </ul>	849.00
<b>Submission #2</b>	
<ul style="list-style-type: none"> <li>• Base unit – HP ProDesk G1 600, 3 yr warrantee, 4 gb Ram, Intel Core i7 processor – Windows 7 Includes 19 inch LCD monitor</li> </ul>	857.00
<ul style="list-style-type: none"> <li>• ALL IN ONE – HP ProOne 600 G1, 3yr warrantee, 4gb Ram, Intel Core i7 processor - Windows 7</li> </ul>	1179.00

<b>LAPTOP SYSTEMS</b>	
COMPANY	TOTAL COST PER UNIT EXCLUDING TAXES
<b>Submission #1</b>	
<ul style="list-style-type: none"> <li>• Base unit – Latitude 15 5000, 3 yr warrantee, 4 gb Ram, Intel Core i5 4300U processor – Windows 7 15.6 inch LCD Anti-Glare Screen</li> </ul>	949.00
<b>Submission #2</b>	
<ul style="list-style-type: none"> <li>• Base unit – HP ProBook 450 G1, 3 yr warrantee, 4 gb Ram, Intel Core i5 processor – Windows 7 15.6 inch LCD Anti-Glare Screen</li> </ul>	690.00

<b>TABLET SYSTEMS</b>	
Company	TOTAL COST PER UNIT EXCLUDING TAXES
<b>Submission #1</b>	
<ul style="list-style-type: none"> <li>• Base Unit – Venue 11 Pro, 3 yr warrantee, 4gb Ram, Intel Core i3 4020Y processor - Windows 8.1 10.8 inch display</li> </ul>	999.00
<b>Submission #2</b>	
<ul style="list-style-type: none"> <li>• Base Unit – HP Elite Pad 1000 G2, 3 yr warrantee, 4 gb Ram, Intel Atom 4C Z3795 processor – Windows 8.1</li> </ul>	1045.00

**RECOMMENDATION:**

**ALL IN ONE DESKTOP SYSTEMS**

THE TECHNOLOGY COMMITTEE OF THE BOARD RECOMMENDS THAT FOR THE 2014 - 2015 SCHOOL YEAR, THE COMPUTER HARDWARE SUBMISSION FOR “ALL IN ONE DESKTOP SYSTEMS” LISTED IN SUBMISSION #1 CANADA AT A PRICE OF \$849.00 PER UNIT BE ACCEPTED FOR THE ISD SECRETARIES.

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**DESKTOP SYSTEMS**

THE TECHNOLOGY COMMITTEE OF THE BOARD RECOMMENDS THAT FOR THE 2014 - 2015 SCHOOL YEAR, THE COMPUTER HARDWARE SUBMISSION FOR DESKTOPS LISTED IN SUBMISSION #2 AT A PRICE OF \$857.00 PER UNIT BE ACCEPTED FOR THE ISD SCHOOLS.

**LAPTOPS**

THE TECHNOLOGY COMMITTEE OF THE BOARD RECOMMENDS THAT FOR THE 2014 - 2015 SCHOOL YEAR, THE COMPUTER HARDWARE SUBMISSION FOR LAPTOPS LISTED IN SUBMISSION #2 AT A PRICE OF \$ 690.00 PER UNIT BE ACCEPTED.

**TABLETS**

THE TECHNOLOGY COMMITTEE OF THE BOARD RECOMMENDS THAT FOR THE 2014 - 2015 SCHOOL YEAR, THE COMPUTER HARDWARE SUBMISSION FOR TABLETS LISTED IN SUBMISSION #1 AT A PRICE OF \$ 999.00 PER UNIT BE ACCEPTED.

MEETING ADJOURNED AT 6:37 PM.

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COMMITTEE CHAIRPERSON

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SECRETARY-TREASURER