

INTERLAKE SCHOOL DIVISION

MINUTES OF THE TECHNOLOGY COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY MAY 2nd, 2016 AT THE INTERLAKE SCHOOL DIVISION OFFICE, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

CINDY BRAD (COMMITTEE CHAIR), DAVE HARCUS, SHARON BAKER, DARCY LOEHMER

ADMINISTRATION PRESENT:

CHRISTINE PENNER: SUPERINTENDENT
MARGARET WARD: ASSISTANT SUPERINTENDENT
JIM SAJ: PROGRAM SUPPORT TECHNOLOGY
ROBERT HUME: IT MANAGER

THE MEETING WAS CALLED TO ORDER AT 7:00 PM.

AGENDA ITEMS

1. APPROVE AGENDA:

- DISCUSSED AND APPROVED

2. POWERSCHOOL

- RYAN COCKREM PROVIDED A DEMONSTRATION ON THE PARENT/TEACHER CONFERENCE BOOKING APPLICATION HE DEVELOPED IN POWERSCHOOL. HE ALSO DEMONSTRATED SOME OF THE CUSTOMIZATIONS OR REPORTS HE HAS BUILT FOR SCHOOLS.
- BUILDING SCHEDULES ANDTIMETABLES FOR HIGH SCHOOLS THROUGH POWER SCHEDULER.
- DEVELOPING STRUCTURE AND COURSES FOR 2016 – 2017 SCHOOL YEAR.
- TEULON ELEMENTARY AND ECOLE STONEWALL CENTENNIAL HAVE THE CABABLITY TO SEND SMS MESSAGING VIA SYNREVOICE NOW.
- CREATED A NUMBER OF NEW REPORTS FOR SCHOOL ADMINISTRATORS AND TEACHERS TO USE, INCLUDING THE FOLLOWING:
 - PARENT/TEACHER PORTFOLIO NIGHT ON LINE BOOKING
 - AT RISK STUDENT CREDIT SUMMARY REPORTS
 - ATTENDANCE REPORTS/SCREEN FOR ADMIN/SECRETARY USE
 - GRADE 1 THRU 6 REPORT CARDS ALLOW HISTORICAL REPORT CARD DATA TO BE ACCESSED.
 - COMMENT/GRADE ENTRY REVIEW REPORTS FOR TEACHER AND ADMINISTRATIVE USE.
 - HONOR ROLL REPORTS FOR GRADES 7 THROUGH GRADES 12 STUDENTS
 - STUDENT CONTACT CARD FOR TEACHER AND ADMINISTRATIVE USE
- NEW GRADEBOOK TO BE RELEASED LATER THIS FISCAL YEAR
 1. TESTING BETA VERSION
 2. DEVELOPING TRAINING MANUALS
 3. DEVELOP PLAN FOR ROLLOUT

3. UPCOMING PROJECTS:

- SYSTEM CENTER CONFIGURATION MANAGER SERVER STARTUP
 - MICHAEL TERVOORT HAS TAKEN INSTRUCTOR LED COURSES FOR SYSTEM CENTER CONFIGURATION MANAGER SERVER CONFIGURATION AND IMPLEMENTATION.
 - THIS SERVER WILL BE USED TO APPLY THE VARIOUS DIVISIONAL SOFTWARE PACKAGES TO ALL WINDOWS DEVICES IN THE DIVISION AND ALSO DEPLOY AND UPDATE SOFTWARE CHANGES THROUGHOUT THE YEAR.
 - THIS SERVER ALSO MAINTAINS THE DIVISIONAL ANTI-VIRUS SOFTWARE.
- NEW SOFTWARE IMAGE DEVELOPMENT
 - THE SOFTWARE IMAGE FOR THE UPCOMING SCHOOL YEAR WILL INCLUDE A NEW OPERATING SYSTEM, WINDOWS 10 AND ALSO A NEW OFFICE PRODUCTIVITY SUITE, OFFICE 2016.
 - ALL CURRENT PRODUCTION SOFTWARE HAS BEEN TESTED AND IT COMPATIBLE WITH THE NEW OPERATING SYSTEM.

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- WEB FILTER UPGRADE
 - THE WEB FILTER CURRENTLY IN USE AT THE SCHOOLS WILL BE UPGRADED TO USE A MORE CUSTOMIZABLE AND IN DEPTH FILTERING PROCESS (PALO ALTO).
 - THIS SERVICE IS HOSTED AT MERLIN BUT ISD MAINTAINS THE FILTER CATEGORIES AND RESTRICTIONS.
 - ALLOWS FOR BLOCKING OF HTTPS WEB SITES WHICH THE CURRENT SYSTEM DOES NOT.

4. FIBRE NETWORK HAND HOLE AUDIT

- A QUOTE OF \$8,859.20 TO HIRE ACME TECHNICAL SERVICES TO PERFORM A VISUAL INSPECTION OF ALL HAND HOLES (SPlice POINTS) INCLUDED IN THE FIBER NETWORK.
 - AUDIT TO INCLUDE:
 1. OPENING OF EACH ENCLOSURE
 2. VERIFYING INSIDE IS CLEAN AND DRY
 3. PRESSURE TESTING
 4. VAULT INSPECTION
 5. CABLE INSPECTION
 6. DOCUMENTING LOCATION

5. FIBRE LOCATE:

- A LOCATOR HAS BEEN PURCHASED FOR USE BY TECHNOLOGY STAFF.
- AFTER HOURS/EMERGENCY LOCATES WILL BE CONTRACTED OUT.

6. ONE NOTE TRAINING:

- WORKING WITH SCHOOL ADMINISTRATORS ON ONENOTE NOTEBOOK SETUP AND USE.
- STARTING TO WORK AND TRAIN GROUPS OF TEACHERS AS WELL AS OFFICE 365 UTILIZES ONENOTE CLASS CREATOR.
- MICROSOFT SCHEDULED TRAINING EVENT UPCOMING

7. ArcGIS TRAINING:

- HIGH SCHOOL GEOGRAPHY TEACHERS PARTICIPATED IN A FOLLOW UP GLOBAL INFORMATION SYSTEMS TRAINING SESSION EARLIER THIS MONTH WHERE THEY USED WEB BASED SOFTWARE TO CREATE/LAYER/SHARE MAPS.

8. UPCOMING SUMMER PROJECTS:

- REIMAGING OF ALL TEACHER AND TRUSTEE LAPTOPS
 - INFORMATION WILL BE SENT TO ALL TRUSTEES AND SCHOOLS MID-MAY AND AGAIN IN JUNE IN REGARDS TO DROP OFF AND PICK UP OF TEACHER LAPTOPS
- NEW HARDWARE DEPLOYMENT INCLUDES
 - NEW DEVICES FOR BRANT ARGYLE, ROSSER, TEULON COLLEGIATE AND WARREN COLLEGIATE.
 - OFF LEASE HARDWARE TO GO TO STONEWALL COLLEGIATE, RW BOBBY BEND AND TIP (THE INFINITY PROGRAM)
- EXCHANGE SERVER UPGRADE
 - INTERLAKE SCHOOL DIVISION EXCHANGE SERVER (EMAIL SERVER) WILL BE UPDATED TO CUMULATIVE UPDATE 11 (CU 11)

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9. ACTION ITEMS:

- THE COMMITTEE REVIEWED THE RESULTS FROM THE COMPUTER HARDWARE REQUEST FOR TENDERS FOR THE 2016 – 2017 SCHOOL YEAR.

DESKTOP SYSTEMS	
COMPANY	TOTAL COST PER UNIT EXCLUDING TAXES
Submission #1	
<ul style="list-style-type: none">• Base unit – Small Form Factor, 3-year warranty, 8 Gb Ram, 500 Gb HDD, Intel Core i7 processor, Windows 10 capable Keyboard and mouse• Optiplex 3040	\$897
Submission #2	
<ul style="list-style-type: none">• Base unit – Small Form Factor, 3-year warranty, 8 Gb Ram, 500 Gb HDD, Intel Core i7 processor, Windows 10 capable Keyboard and mouse• HP ProDesk 400 G3	\$838.95
Submission #3	
<ul style="list-style-type: none">• Base unit – Small Form Factor, 3-year warranty, 8 Gb Ram, 500 Gb HDD, Intel Core i7 processor, Windows 10 capable Keyboard and mouse• M700	\$951

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LAPTOP SYSTEMS	
COMPANY	TOTAL COST PER UNIT EXCLUDING TAXES
SUBMISSION #1	
<ul style="list-style-type: none">• Base unit – 3- year warranty, 8Gb Ram, 500Gb HDD, Intel Core i5 processor – Windows 10 capable 15.6-inch LCD Anti-Glare Screen• Latitude 3560	\$846
SUBMISSION #2	
<ul style="list-style-type: none">• Base unit – 3- year warranty, 8Gb Ram, 500Gb HDD, Intel Core i5 processor – Windows 10 capable 15.6-inch LCD Anti-Glare Screen• HP ProBook 450 G3	\$813.75
SUBMISSION #3	
<ul style="list-style-type: none">• Base unit – 3- year warranty, 8Gb Ram, 500Gb HDD, Intel Core i5 processor – Windows 10 capable 15.6-inch LCD Anti-Glare Screen• ThinkPad E560	\$941

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MINI LAPTOP SYSTEMS	
Company	TOTAL COST PER UNIT EXCLUDING TAXES
SUBMISSION #1	
<ul style="list-style-type: none"> • Base Unit – 3 - year warranty, 4gb Ram, 500 Gb HDD, Intel Core i3 or Celeron processor - Windows 10 capable 12 to 13.5- inch display • Latitude 3350 	\$694
SUBMISSION #2	
<ul style="list-style-type: none"> • Base Unit – 3 - year warranty, 4gb Ram, 500 Gb HDD, Intel Core i3 or Celeron processor - Windows 10 capable 12 to 13.5- inch display • HP ProBook 430 G3 	\$729.75
SUBMISSION #3	
<ul style="list-style-type: none"> • Base Unit – 3 - year warranty, 4gb Ram, 500 Gb HDD, Intel Core i3 or Celeron processor - Windows 10 capable 12 to 13.5- inch display • ThinkPad 11e 	\$759

RECOMMENDATION:

THE TECHNOLOGY COMMITTEE OF THE BOARD RECOMMENDS THAT FOR THE 2016 - 2017 SCHOOL YEAR, THE COMPUTER HARDWARE SUBMISSION FOR DESKTOPS LISTED BY SUBMISSION #2 AT A PRICE OF \$838.95 PER UNIT BE ACCEPTED.

THE TECHNOLOGY COMMITTEE OF THE BOARD RECOMMENDS THAT FOR THE 2016 - 2017 SCHOOL YEAR, THE COMPUTER HARDWARE SUBMISSION FOR LAPTOPS LISTED BY SUBMISSION #2 AT A PRICE OF \$813.75 PER UNIT BE ACCEPTED.

THE TECHNOLOGY COMMITTEE OF THE BOARD RECOMMENDS THAT FOR THE 2016 - 2017 SCHOOL YEAR, THE COMPUTER HARDWARE SUBMISSION FOR MINI LAPTOPS LISTED BY SUBMISSION #1 AT A PRICE OF \$694.00 PER UNIT BE ACCEPTED.

MEETING ADJOURNED AT 7:49 PM.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER