

## INTERLAKE SCHOOL DIVISION

MINUTES OF THE TECHNOLOGY COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY MAY 2<sup>nd</sup>, 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.

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

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

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<b>MINI LAPTOP SYSTEMS</b>	
<b>Company</b>	<b>TOTAL COST PER UNIT EXCLUDING TAXES</b>
<b>SUBMISSION #1</b>	
<ul style="list-style-type: none"><li>• 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</li><li>• Latitude 3350</li></ul>	\$694
<b>SUBMISSION #2</b>	
<ul style="list-style-type: none"><li>• 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</li><li>• HP ProBook 430 G3</li></ul>	\$729.75
<b>SUBMISSION #3</b>	
<ul style="list-style-type: none"><li>• 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</li><li>• ThinkPad 11e</li></ul>	\$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.

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COMMITTEE CHAIRPERSON

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SECRETARY-TREASURER