

**Technology Advisory Committee**  
**Monday, October 8, 2018**  
**Meeting Minutes**

**In attendance:**

Location of the meetings has been changed. Do we want to keep it here or go back to BECON? Several preferred BECON, several wanted it at new location TSSC. Traffic not great to get to BECON. Suggested to keep it here so we can tryout new technology in the building. The next meeting will be held at TSSC. The following meetings will go back to BECON based on consensus.

**Reminder to complete Conflict of Interest Forms.** Watch the training video (Full Training for Committee Members) online and you will get a certificate at the end. Email certificate to Jeanine Gendron.

**Norms-**During meetings lets try to stay focused and work together and remain on topic.

Approval of minutes from the September 17<sup>th</sup> meeting- Typo on the third page, f (spelling correction). Minutes passed.

**TAC Web site:** [Link to TAC Web Site](#) Public site with all agendas, minutes to meetings

Microsoft Teams TAC Site: Working site for providing input and collaboration opportunities- demonstration. All TAC members have been invited to the site about a week ago. Invitation came from Microsoft Teams. Look for that link. If you can't find it email Jeanine. Jeanine then walked the committee to the site. There is a link to the survey that she would like everyone on the committee to complete. Purpose of survey is how to better collaborate, subcommittee interest, SIS. Suggested to add to the survey "None of the above" since it's a mandatory question. Suggested to add "Policy and Procedure Review for TAC" and "Other". Does it meet the criteria for Sunshine standards? The answer is yes. Please fill out the survey by October 19<sup>th</sup> with updated changes above. Additional surveys might be added to the team site as projects pop up. Does the team site notify you when there is a new survey? Response was if you are following you will get notifications. If you are not following then you must check it periodically to see if anything new has been posted. It does not send out an email to notify you. Agenda and minutes will be emailed for next months meetings but hopefully going forward everything will be placed on line. Can we make suggestions to fix minutes before the meeting? Response was that minutes can not be changed until the next minute. You can make a comment but they can't be approved and changed until the next meeting. Comment-within word you have the ability to track changes. Response-let's post a comment to the minutes/agenda and we can review them at the next meeting without making changes to the actual document. Document should not be modified outside of the meeting.

**TAC Discussion-topics that TAC Committee would like addressed this year.**

1. Operational
2. 5 year plan-big picture of where the district is going. (5 year plan expired last year and then we transitioned to the 1 year road map). 5 year might be too long with the speed of how things are moving but possibly a 3 year map might be good. By February of each year the road map for the following school year has to be completed to fit the budget cycle. Suggestion was to keep the five year plan. We can include the evaluative piece for each year. We should keep looking

forward. Looking at hardware, software, renewals, replace. We should hit the board early enough to see what's coming so they can respond to it correctly. Yearly sometimes does not give them enough time to plan. Suggestion-the plan should be three years to reflect the same timeline as the SIP plan. Suggestion-a five year or three year plan makes us look more proactive and allows us to make more strategic recommendations. How do the schools provide input? Response-Hunter met with all principals last week regarding a memo coming out this week to get their input on classroom technology. Will be comprised of school based teachers, students and administrators from all different grade levels and district areas. They will meet November, February and May. In November and February they will have an opportunity to inform on next years work (road map for next year). The May meeting will recap. Only one person per school so if you have a teacher representing your school you can not have a student or administrator. Suggestion was that if we are going to create a five year plan, there should be an additional committee created with all stakeholders to assist in creating it. A five year strategic plan is something it looks like the committee would like to see. Mr. Hunter will take that back and start planning. Suggestion-We might get suggestions from Edtalk since it's an event that includes stakeholders. Vote: how many would like to see a 5 year plan versus a three (7). Three year plan versus a five (12). Some of the reasons is that technology is changing so rapidly that three years should be the max. A lot of politics involved. Sometimes after just one year your second year will change drastically based on outside factors. The challenge to move to five years is that you don't know what you don't know. In three years we can look at some things (specifically from a procurement perspective) to see what's coming down the line but difficult to look at five years down the road with rapid change. Election process can sometimes drive some of the decisions. A strategic plan is totally different than a road map. We are not talking products. We are talking strategy and the direction of where the district should go. Not talking about specific products. Mr. Hunter was looking at more of a strategic plan. Comment-Where would we like to see the classrooms in five year? I would like to know what the classroom will look like or what our thoughts are and how technology supports it in a five year plan. Suggestion-we need to add maintenance to the plan. Mr. Hunter-what's clear here is that we want some type of a strategic plan. Mr. Hunter will come back with a plan for the group.

3. Refresh Strategy-board expects recommendations and would like to include input from this committee. 40-45% of our inventory is out of warranty and each year it continues to increase. Student to computer ratio was 6:1 before bond. We just finished a little under 2:1 after bond but we are creeping back to the 6:1. Mr. Hunter needs input from TAC for this work and help formulate the recommendation to board.

TAC Representation on upcoming committees. Survey is available in the teams site to see who is interested in serving any of these committees. Meetings will be face-to-face and you will be on the committee as a representative from TAC and report back to the committee and take back the consensus from the TAC committee. We can establish who will be on each committee during the next meeting. Suggestion-add description of what each committee will be doing in a file to the teams site.

- i. Student Information System-RFI
- ii. Computer Refresh
- iii. Transportation System Replacement
- iv. Single Sign-On-New identity management system roll-out

v. Added-Strategic Planning

Upcoming board agenda items related to technology-Any that should be aware of? Mr. Hunter showed on the one year road map the dates the items will be going to the board. It's static. The dates may change, but the topics will remain the same.

**Project Updates:**

- i. Managed Print Services-Maximo Rosario, Director, Classroom Technology & Desktop Services-Discussions are happening regarding meeting the school and sites needs. Many of the demands deployed by Lexmark are not meeting the demands of the schools/sites. Reviewing information with Lexmark but it's a slow process. We are working with Lexmark with the demo devices (two are in and one more is coming in). Demo devices are open to anyone to come in and use to see if it works for them. Question-why are we doing a change order if they provided us the models and what they could accomplish? Mr. Hunter responded-change order does not mean change in price. Samsung donated devices to the district by Imagenet. We can use them until the end of life on this equipment. No repairs available for those devices. No longer under lease you just have to order toner. You do have to follow Bstock procedures to remove devices from your location. They will not impact your inventory.
- ii. Single Sign-On-Teresa Macri, Director, IT Security-worked together with procurement to finalize the agreement. General counsel has it. Goal is to take it to the board in November. Mr. Hunter-this was like no other RFP I have ever seen. The winner (Clever) had no cost. Clever, the company, their business model has been for many years that they do not charge school district. They charge suppliers. For example: they will charge HMH, Pearson, etc. Clever is the largest rostering vendor in the US. Part of the contract we sent to legal was that Clever can't charge anyone (the district or the supplier). So no matter what vendor we choose in the future, they can not be charged by Clever. Rostering is still a separate service.
- iii. Maximo: COMPASS work order system replacement: Ed Hinline, Director ,Technical Support Services-Taking a lot longer that we were anticipating because of the complexity of the interfaces. One of the requirements we put out there is that we wanted to keep our maintenance people in one environment only. We had over 109 open issues with the interfaces. We are now down to 9. Next piece is the training of the maintenance staff. Another issues was their testing environment. They had to be redone three or four times.
- iv. BCPS Guest Access-We started working about a month ago to replace the system. We started developing a self-provisioned login. In this case it's called BCPS Guest. There are schools piloting it now (24 schools). You log on, put in your name and phone number and you have access to it for 24 hours. Internet only. No access to any internal sites. Will be standardized for KCW, TSSC and other sites and the technical schools. Trying to increase ease of access.

Adjourned at 4:01 PM.

Future meeting dates: November 5, December 10, January 14, February 11, March 11, April 8, May 6, June 10