

Technology Committee Meeting

Minutes

Date: Thursday, May 26, 2016 **Time:** 3 p.m. – 4:30 p.m.

Place: District Office Large Conference Room

Type of Meeting: Technology Committee Meeting

Meeting Facilitator: Susan Wilson, Executive Director for Educational Services



School Committee Members

Susann Crossan, HS Principal
James Moeller, MS Assistant Principal
Janece Guerra, HS Teacher
Courtney Herbert, JAE Assistant Principal
Katerina Kyriakakis, JAE Teacher
Vivien Leary, FJC Assistant Principal
Anthony Nobre, HS Teacher
John Schumacher, HS Teacher
Greg Hilton, School Business Official
Laurie Varriale, JAE Teacher

BOE Member/Community/Parent

Melissa Brown

Student Members

John Reino
Geoffrey Psillos

IT Staff Members

Ryan Drosselmeier, Network Admin CORE
Christopher Behrens, IT Support Staff CORE
Christine Barrington

ABSENT:

Elicia Katsapis, MS Teacher
Mark Moorman
Dr. Chris Pinkenburg

Review and Approval of January 21, 2016 Minutes

- Minutes will be posted to the website

Status of Broadband Connectivity

We now meet the Federal Communications Commission's (FCC) 100 Mbps per 1,000 students as a minimum standard in the buildings where new devices will be deployed, or is a planned use of a portion of Smart Schools Bond Act funds. Upgraded in January 2016 from 100 Mbps to 600 Mbps exceeding the FCC minimum standard. This cost is in the annual technology budget and is eRate eligible.

Update on Instructional Technology Plan Annual Update – Deadline July 2016

Susan Wilson is currently working on the plan with the support of Eastern Suffolk BOCES and it will be submitted for BOCES review in late June or early July.

Last year's plan will need little updating as it was a three-year plan and this is a renewal.

The current plan is available on the district website until **District>>District Documents**.

Discussion on Smart School Investment Plan Timeline

1. Identify Needs
2. Prepare Preliminary Plan
 - ✚ The preliminary plan will be posted on the district website for at least 30 days. The district included an address to which any written comments on the plan should be sent.
3. Board Approval of Preliminary Plan
4. District Posts Preliminary Plan (30 days, Written & Electronic Feedback)
5. Public Notice & Hearing (2-Week Notice Required)
6. District Adjusts & Prepares Final Plan
7. Board Approval of Final Plan
8. Post Final Plan on District Website
9. District Submits Final Plan for NYSED Approval
10. Amendments:
 - ✚ Plans may be amended after the initial approval has been approved. Any amendment of an approved Plan that would result in a change of more than 25 percent of approved budget expenditures will require the district superintendent to post the proposed amendments on the

district website for two weeks and receive comments from the public in writing or at a normally convened meeting of the Board.

✚ Smart School Investment Plan – Discussion

- Missing criteria must be identified and added to the draft for posting to the website
- Currently we have approximately \$550,000 in high-tech security and \$1.2 million in wireless including upgrades to the network, wiring, and devices.
- The “pipe” between the HS and JAE should be a part of the plan to increase bandwidth.
- What will the additional funds “tentatively” be used for.
 - ✓ Discussion followed
- Categories available in the plan include and those in red we have already identified.
 - **School Connectivity**
 - Connectivity Projects for Communities -- Not applicable
 - Classroom Technology
 - Pre-Kindergarten Classrooms –Not applicable
 - Replace Transportable Classrooms –Not applicable
 - **High-Tech Security Features**

✚ Discussion on what items are not eligible for Smart Schools funding.

- Like other bond-financed capital projects, the Smart Schools Bond Act, by law, cannot finance employee salaries or operating costs. Staff training, support, curriculum materials, and professional development costs are not covered, nor can the money be used to hire additional technology staff. In other words, with Smart Schools, you can use the funds to “buy it or build it” but not staff it or service it. Other items not covered by Smart Schools funding include:
- Recurring costs associated with use and maintenance of new equipment
- Leased equipment
- Internet services, web hosting, and web casting
- Prior expenditures
- As part of their Smart Schools Investment Plans, districts are required to demonstrate a long-term plan to physically maintain technology equipment purchases made under the Smart Schools Bond Act in a useful condition, despite the fact that this maintenance is not covered by Smart Schools funds.

✚ Continued Discussion on Identifying District Needs

- Next steps—Investment Plan Draft Created and Posted to the Web in September 2016
- BOE to hear the committee recommendations at a regular meeting of the board
 - Suggestion: August or September 2016 BOE Meeting
 - Suggestion: move the October committee meeting up so that we can meet before the September BOE meeting
 - Suggestion: Presenter should be a committee member; committee undecided
- Susan Wilson to work with Greg Hilton, Business Official, to understand the process we must follow to get our architect involved in the process and put out the wireless project for RFQ / RFP.

✚ Upcoming Meeting Dates/Times for 2016-2017

- ~~Tuesday, October 18, 2016~~ — 3 PM **Changed to September 14, 2016**
- Thursday, January 26, 2017 3 PM
- Thursday, May 11, 2017 3 PM
 - Additional dates may be added if the committee requests additional meetings

✚ Adjournment