

Draft Minutes – Not Yet Approved

CIP Meeting Minutes August 31, 2016

Mrs. Sherman called the meeting to order at 7:09PM.

In Attendance: J. Sherman, S. Sherman, D. Green, D. Heffernan, G. Stokinger, J. Sapia, J. Hammond, K. Henderson, S. Dube and G. Dowd. D. Gerns and Dr. Farah are excused. C. Bucu is absent. S. Dube was excused from the meeting at 8:00pm.

Also in attendance was Technology Integration Specialist, Lois Paul.

Review Minutes of Previous Meeting:

Motion to Approve the Minutes of the August 17, 2016 Meeting. Made by Mrs. Green, second Mr. Sherman. Discussion followed regarding changes Mrs. Green proposed. Mrs. Green requested on future agendas, that the votes on accepted items include the dollar amounts and years as part of the Motion to Accept. **Called Vote to Approve the Minutes of the August 17, 2016 Meeting:** Passed 7-0-3 with Mr. Stokinger, Mr. Henderson and Mrs. Dube abstaining.

Discussion on Technology:

A packet was provided with all new BIT requests (with BIT-0010 being the same as originally submitted). All the existing BIT requests should be disposed of and the new ones BIT-0001 through BIT-0011 being the replacement. (BIT-0010 is the only request which is the same as previously)

BIT-0001 – Fiber Connections Between Schools. Mr. Henderson identified the current internet connectivity which is broadband by cable modems. Bandwidth access is shared with other external users on the network. A fiber solution will give dedicated access to all schools. Previous network issues were from internal network bottlenecks from our Wi-Fi on campus. However, the bottleneck is now at the internet. The initial study could be completed in a couple weeks. Mrs. Green asked if the \$300K included unknowns for fiber availability and costs for Sandown North and whether this should be approved if we are uncertain on the costs. If Sandown does not now have fiber, it would make sense to wait for fiber to be installed. Mr. Henderson noted the cable modems are becoming problematic and latency will become much more of an issue. Mrs. Paul identified improvements in WiFi being installed.

- **Motion to Accept BIT-0001 to add to CIP with \$20K in Year 1 and \$300K in Year 2.** Made by Mr. Sapia, second by Mr. Sherman. It was noted the \$300K was not firm and could change. Mrs. Green noted there was no substantiation for the \$20K, with fewer students we should have fewer devices. She would also like to see a payback period. Debate ensued among board members relative to the amount of backup required for the CIP Committee and the Budget Committee. **Called Vote by Mrs. Sherman.** Passed 9-1, with Mrs. Green opposed.

BIT-0002 –Wireless Access Points. The wireless system was updated last year. Access points can only each handle a certain number of devices. In Year 6, we are anticipating the system will likely need a major upgrade due to the issues involving network hardware support. Mrs. Green suggested going through all the requests prior to voting. Mrs. Sherman asked what the feeling of the committee was. With some support, Mrs. Sherman moved forward discussing the request.

Draft Minutes – Not Yet Approved

- **Motion to Accept BIT-0002 to add to CIP \$10K in Year 1, \$10K in Year 2, \$10K in Year 3, \$200K in Year 6.** Made by Mr. Sherman, second by Mr. Sapia. **Called Vote by Mrs. Sherman.** Passed 9-1, with Mrs. Green opposed.

BIT-0003 –SAU Board Room HD Video/Broadcast Equipment. We currently broadcast in SD (standard definition).

- **Motion to Strike BIT-0003 from the CIP altogether.** Made by Mrs. Green, second by Mrs. Dube. Mrs. Dube asked what the difference was between SD and HD, which was explained. Mr. Sapia noted he would like to see the students get something out of the proposal. Mr. Dowd asked if committee presentation materials would be delivered in a better way to the viewers? Mr. Henderson confirmed this was the case. **Called Vote by Mrs. Sherman.** Passed 1-9, with Mrs. Green in favor.

Mr. Zanello joined the meeting and provided information on the background of the current set up as well as one of the cameras beginning to fail. He noted it would be good to have greater definition in order that presentations can be broadcast with greater detail.

- **Motion to Accept BIT-0003 \$21,308 in Year 1.** Made by Mr. Sherman, second by Mr. Sapia. **Called Vote by Mrs. Sherman.** Passed 8-1-1, with Mrs. Green against and Mr. Stokinger abstaining.

BIT-0004 –Classroom Wall Mount Projectors. Mrs. Paul discussed the current situation of existing projector carts being clumsy in classrooms. Some schools utilize SmartBoards. However, now the technology is in the projectors. Some of these projectors are already in the schools with the new math curriculum. Teachers can project from a computer, or alternately, they (or students) can use a pen, which functions as a mouse. This projects onto a whiteboard. Discussion was had relating to lessons being able to be recorded and stored on Google Classroom in addition to more interactivity. Recording to Google Classroom enables students to follow up on class instruction when completing homework and when absent from class. Existing traditional overhead projectors are beginning to fail with few parts available and replacements will be required. Mrs. Green asked that if we have had these in our Math curriculum for one year, she would like to see if the technology results in better scores. Mrs. Hammond thought the best results would be in the high school and middle schools first.

- **Motion to Approve BIT-0004 for \$112,148 in Year 2; \$112,148 in Year 3; \$109,710 in Year 4 and \$117,024 in Year 5.** Made by Mrs. Dube, second by Mrs. Green. Mrs. Green would like to see what the results are before approving. **Vote called by Mrs. Sherman.** Failed 2-8 with Mrs. Dube and Mrs. Green in favor.
- **Motion to Approve BIT-0004 for \$112,148 in Year 1; \$112,148 in Year 2; \$109,710 in Year 3 and \$117,024 in Year 4.** **Called Vote by Mrs. Sherman.** Passed 9-1, with Mrs. Green against.

BIT-0005 –PAC Recital Hall HD Video/Broadcast Equipment. Mr. Zanello spoke to the current set up which requires setting up bulky equipment to record events, etc. Much higher concert viewing, etc., are already occurring from the PAC Recital Hall. Mr. Zanello noted this would be for 3-4 cameras and an HD switch, recorder, etc. The question was raised whether the PAC Recital Room could be rented. Mr. Zanello noted that if there were a rental currently, there is risk associated with there currently not being any technical support on site in the event of current equipment failure. Mrs. Green asked if the PAC did rent, and if so, that this would be something that the PAC should pay for. Mr. Stokinger noted the PAC is being used more frequently by the schools and the communities. While it is rented, revenues would not likely support this expense.

- **Motion to Approve BIT-0005 for \$21,308 in Year 1.** Made by Mr. Sherman, second by Mr. Heffernan.

Draft Minutes – Not Yet Approved

Vote called by Mrs. Sherman. Passed 8-2 with Mrs. Green and Mrs. Hammond against.

BIT-0010 – Replacement of Sound System for District Office Boardroom. Mr. Zanello spoke to the current age of the system. Increased use of the room along with increased capacity would benefit from better audio.

- **Motion to Approve BIT-0010 for \$17,571 in Year 3.** Made by Mrs. Green. Failed for lack of second.
- **Motion to Approve BIT-0010 for \$17,571 in Year 1.** Made by Mr. Sherman, second by Mr. Heffernan. **Vote called by Mrs. Sherman.** Passed 7-3 with Mrs. Dube, Mrs. Hammond and Mrs. Green against.

BIT-0006 – Network Security Appliance. Mr. Henderson noted much of this has been replaced and this is why it's in Year 4.

- **Motion to Approve BIT-0006 for \$35K in Year 4.** Motion made then seconded by Mrs. Hammond. **Vote called by Mrs. Sherman.** Passed unanimously.

BIT-0007 – Replacement of Student Laptops. Mr. Henderson noted student laptops would be required for applications where Chromebooks do not have the capability. Mrs. Green questioned whether so many replacement laptops were required if Chromebooks are used widely. Mrs. Green noted it was difficult to approve this request without a plan or inventory.

- **Motion to Approve BIT-0007 for \$68,400 in Year 1; \$45,600 in Year 2; \$45,600 in Year 3; \$34,200 in Year 4; \$34,200 in Year 5; and \$34,200 in Year 6.** Made by Mr. Sherman, second by Mr. Sapia. **Vote called by Mrs. Sherman.** Passed 8-0-1 with Mrs. Green abstaining.

BIT-0008 – Student Chromebooks. Mr. Henderson provided historical information in his request. Chromebooks are less expensive than laptops. Mrs. Green asked whether each student had an assigned Chromebook? Mr. Henderson and Mrs. Paul noted the goal was that students would have access to the technology. Mr. Sapia noted the importance of penmanship and his concerns that penmanship is not focused on enough when more Chromebooks are used. Mrs. Green questioned whether the machines ran applications. Mrs. Paul and Mr. Henderson noted they were robust in operating in the cloud, and did not run all applications. Mrs. Green noted that if the Chromebooks are so robust, why do we need laptops? Mr. Henderson noted certain programs required laptops, but the numbers of laptops are decreasing.

- **Motion to Approve BIT-0008 for \$100K in Year 1; \$100K in Year 2; \$100K in Year 3; \$100K in Year 4; \$100K in Year 5; \$100K in Year 6.** Made by Mr. Sherman, second by Mr. Sapia. **Vote called by Mrs. Sherman.** Passed 8-0-1 with Mrs. Green abstaining.

BIT-0009 – Student Desktops. Desktops numbers, like laptops numbers, will be reduced in the future. Mrs. Paul noted Microsoft is a tool being taught. Mr. Henderson noted there were a number of graphics related cards, etc., which can be installed in desktops.

- **Motion to Approve BIT-0009 for \$41,500 in Year 1; \$41,500 in Year 2; \$41,500 in Year 3; \$31,125 in Year 4; \$31,125 in Year 5; \$31,125 in Year 6.** Made by Mr. Sherman, second by Mr. Heffernan. **Vote called by Mrs. Sherman.** Passed 8-1-0 with Mrs. Green against.

BIT-0011 – Laptops for Admins and Teachers. Mrs. Paul noted teachers are more mobile, are writing more reports, participating in more committee work and writing more curriculum. Mr. Heffernan noted some work is currently done off campus on private machines and brought back to the schools.

Draft Minutes – Not Yet Approved

- **Motion to Approve BIT-0011 for \$83,745 in Year 1; \$29,640 in Year 2; \$34,200 in Year 3; \$29,640 in Year 4; \$0 in Year 5; \$83,745 in Year 6.** Made by Mr. Sherman, second by Mr. Sapia. **Vote called by Mrs. Sherman.** Passed 8-1-0 with Mrs. Green against.

FAC-0005 – Replace M/S Ride-On Burnisher. Mrs. Green noted some of the machines she looked at online were more expensive. Mrs. Green asked Mr. Stokinger why one was needed. Mr. Stokinger read the request. He noted the high school and middle school shared a burnisher which deteriorated the life. Should the current machine break down, there would be no burnisher available. The burnisher proposed is electric.

- **Motion to Approve FAC-0005 for \$15,000 in Year 2.** Made by Mr. Sherman, second by Mrs. Hammond. Mrs. Green questioned whether this could be leased. Mr. Sapia noted this was a decision for the Budget Committee. **Vote called by Mrs. Sherman.** Passed 9-0-0 unanimously.

FAC-0004 – Replace 2009 Maintenance Van.

- **Motion to Approve FAC-0004 for \$25,000 in Year 5.** Made by Mr. Sherman, second by Mr. Sapia. **Vote called by Mrs. Sherman.** Passed 9-0-0 unanimously.

FAC-0003 – Replace 2006 Maintenance Van.

- **Motion to Approve FAC-0003 for \$25,000 in Year 3.** Made by Mr. Sherman, second by Mrs. Hammond. **Vote called by Mrs. Sherman.** Passed 8-1-0 with Mrs. Green against.

SNC-0001 – Upgrade Phone System at Sandown Central. Mr. Stokinger noted the estimate is down because less equipment is needed.

- **Motion to Approve SNC-0001 for \$32,000 in Year 1.** Made by Mr. Sherman, second by Mrs. Hammond. Mrs. Green questioned how long this would take to pay for itself. Mr. Stokinger noted this was a new phone system. Mrs. Green asked if a new phone system is necessary? Mr. Stokinger noted this was the case. Mrs. Green noted her VOIP phone was free. Mr. Stokinger noted he knew of no free phone conversion for commercial buildings. This is the final school remaining in this phased project. **Vote called by Mrs. Sherman.** Passed 8-1-0 with Mrs. Green against.

FACB-0050 – TLC Observation Window. Mrs. Sherman looked into the matter further. Initially proposed as a project supporting high school class development. The Director at TLC stated TLC has been involved in a state program called SEE change. TLC is an implementation and observation site. The windows are invaluable tool in order to observe students unobtrusively. The District pre-school is monitored by the state DOE to stress social and emotional growth. Parents would be invited to observe social and emotional techniques. Scope is 5 large windows, work would be completed largely in house.

- **Motion to Approve SNC-0050 for \$15,000 in Year 1.** Made by Mr. Sherman, second by Mr. Heffernan. **Vote called by Mrs. Sherman.** Passed 7-2-0 with Mrs. Green and Mrs. Hammond against.

FACS-0000 – High School Access Road. Mrs. Sherman noted \$10K was put into the CIP in Year 3. Mr. Stokinger noted this was simply a placeholder.

Draft Minutes – Not Yet Approved

Mrs. Sherman would like to next work on balancing requests and considering what items will be warrant. She would like to present to the School Board on October 6, 2016 and would present to the SLT prior to that date.

Future Meeting Dates/Times.

The committee agreed the next meeting, on September 7, 2016 at the SAU Boardroom, would be at **7pm**.

Facilities Tours are: Sept. 8 – Middle School; High School; PAC
 Sept. 13 – The Learning Center at Sandown; Sandown North; Danville Elementary

Other Business.

None.

Adjournment. Meeting adjourned at 10:00 pm.