

DRAFT

REGULAR MEETING – FACILITIES AND TECHNOLOGY COMMITTEE

Litchfield Board of Education

Monday, February 10, 2014, Central Office Conference Room 6:30 p.m.

A regular meeting of the Litchfield Board of Education Facilities and Technology Committee was held on Monday, January 13, 2014 at 6:35 p.m. in the Central Office Conference Room.

Members Present: Mr. Bongiorno (chair), Mr. Shuhi, and Mr. Waugh.

Also Present: Mr. Simone, Dr. Wheeler and Mr. Lathrop.

Approval of Minutes

MOTION made by Mr. Waugh and seconded by Mr. Shuhi: to approve the minutes of the regular meeting of January 13, 2014 as written.

MOTION carried. All votes were in the affirmative. There were no abstentions.

Communications – none

Public Participation - none

Technology – update

BOF Present – report to be given to BOF at tonight’s meeting includes two components:

1. Student and teacher video tracing the progression and use of technology education in the LPS.
2. Upgrade version “M” of financial plan for technology purchases in future budgets

Smart Boards – Mr. Lathrop noted \$193,497 in Capital Budget for 19 Smart Boards at Center School. The bid price for the units was firm at Center School, but not so at L.I.S. This will leave 18 Smart Boards in rotation at L.I.S. Mr. Shuhi commented on the installation time line for these devices. Mr. Bongiorno commented on repurposing units so that the LPS could maximize the amount of devices that would get into the hands of the kids. He advocated for a plan to evaluate older units and to either maintain or scrap them based on the cost of maintaining the units.

Filtering – Mr. Brennan reported that there was no firm date for signing a contract with Trustwave for filtering devices. He proposed moving the filtering contract to IBOSS and securing a temporary license until the State adapts that platform next year. He estimated the cost of moving to an IBOSS system to be \$5000. This system would provide on and off site filtering. He believed that this could be done within 30 days of approval of this contract. Currently, there is no filtering device on the school issued devices once they leave the school grounds and go home.

Payment of Laptop Devices – Mr. Lathrop reported that 100% of the devices have been received. He noted that 95% of the contracted funds have been sent to Dell for payment. Mr. Brennan reported that almost all devices have been distributed to students and staff. He also is maintaining an adequate spare pool to service repair needs. To date, two units have needed screen replacement. So far, the repair contract with Dell is working as planned.

Mr. Simone and Dr. Wheeler left at 6:55 p.m. to attend Board of Finance meeting.

Old Business - baseball field information noted below; filtering update noted above.

New Business

- a. Policy #5131.81 Use of Beepers – Paging Devices/ Cellular Telephones: this policy was tabled at the last BOE meeting in January 2014 for review by Facilities and Technology Committee. Mr. Bongiorno voiced concern that the new Board policy, currently in draft form, is not adequate. He noted that it does not stop students from gaining 3G or 4G access, which can lead to a host of issues including distraction from classwork, cheating on exams and inappropriate and illegal posting of images on the internet. He fears that the BOE will open itself up to liabilities that could result in lawsuits. The Board will take up this discussion at its next meeting in February.
- b. Recommendations from the School Security Committee: Mr. Shuhi expressed a general concern that the MOU between the BOE and the Town of Litchfield over the Maintenance Agreement needs review to clarify the responsibilities of both parties going forward. This should be addressed at the next meeting of this committee.

Mr. Lathrop noted the town representative to this agreement should attend these meetings at least on a quarterly basis, as per the agreement. This has not happened, despite invitations from the BOE. There are timely issues that need to be addressed on a regular basis. Issues are beginning to pile up. It needs to be clearly determined who is responsible.

The School Security Committee makes the following recommendations:

1. Improve Communications
 - a. Evaluate and replace phone systems at Center School
 - b. Reconfigure phone systems at L.I.S. and establish direct access to 911
 - c. Evaluate Phone Annunciator System/Intercom System at L.H.S. and investigate phone lockdown capacity.
 - d. Add walkie talkies to enhance communication.
2. Cameras
 - a. Add appropriately placed cameras to all three buildings, with an IP based system, including DVR's and larger monitors.

3. Facilities Enhancements

- a. Either tint or add shades to lower level windows, depending on which method is more appropriate in establishing a safe environment. Establish a list of priority applications, ranking windows by need, and begin to implement the plan.
- b. Add security gates at L.I.S. to limit afterschool accessibility
- c. Swap vestibule configurations for better visibility and security

4. Personnel

- a. Add an SRO
- b. Establish greeters at school entrances

V. a. Baseball Field Bid – Mr. Lathrop reported that bids will go out in February for field work. In addition to the drainage repairs and the replacement of the infield, there was also a discussion about adding a waterline and conduit under the handicap access path on the west side of the field. Baseball games are being rescheduled for the spring season to either Community Field or the opponents' home fields.

Light Poles – Mr. Lathrop reported that he is working with JK Energy to replace four aging and inefficient power poles on the Plumb Hill campus. He has sent documentation to the BOS and the Planning and Zoning Commission to facilitate the logistics of this project. He also explored the possibility of disconnecting the pole lights that line the path from L.H.S. to Route 202, as this entrance/exit is no longer used.

Technology – noted above.

Future Agenda Items - none

MOTION made by Mr. Waugh and seconded by Mr. Shuhi: to adjourn the meeting at 8:11 p.m.

MOTION carried. All votes were in the affirmative. There were no abstentions.

Respectfully Submitted
Gary Waugh
Recording Secretary