

Technology Advisory Board (TAB)
Meeting Minutes – 10/29/2007

Attendees:

Carl Rubin / Chair
Peter Anderson
Dave Escalante

Steve Handler / Vice-Chair
Michael Greis

Dave Davison
Roger MacDonald / Secretary

Linda Conneely

Items:

1) Mr. Rubin called the meeting to order.

2) TAB Presentation to the Board of Selectmen

Mr. Rubin spoke about his presentation to the Board of Selectmen. He stated that he is trying to do a presentation a couple times a year to follow up with the Town Selectmen on items that were brought up during the presentation.

3) Staffing Needs

Mr. Rubin spoke to the issue of a concern from the Board of Selectmen about the Return On Investment (ROI) by increasing Technology Staff. The Board of Selectmen is also interested in factual data and not anecdotal stories. Several members of TAB discussed the need of Help Desk software and what benefits can be obtained with Help Desk software. There is a question as to whether real data can be obtained.

There was some discussion about the Technology Staff having difficulty with certain tasks and how Outsourcing those tasks might help in alleviating some of the pressure on the Technology Staff.

4) Power School

The TAB asked Ms. Conneely about Power School down time at the beginning of the year. Ms. Conneely explained that the overall project took longer than was originally planned as well as the inclusion of new web application with Power School, the need to educate teachers and staff of new processes within Power School, and the hiring of new teachers who had to be brought up to speed on the uses and functions of Power School.

5) Document Imaging/Management Systems

Mr. MacDonald spoke to the issue of Document Imaging/Management Systems, and that several companies have been invited to show demonstrations of their respective software. Three of the companies are HTE approved vendors while the fourth was a finalist in the

School's push to implement a Document Imaging/Management Systems. These demonstrations are purely a way to educate potential users as to the processes that are involved with Document Imaging/Management Systems.

6) Web Site

Mr. Davison and Mr. MacDonald spoke to the issue of the Town's new web site. The web site is moving forward with more departments adding content. Additional training for departments that missed the original training is being planned as are refresher training. The web site does have an analytical application which showed a large spike of activity at the beginning of the month after the web site went live. It is difficult at this time to determine how the web site is doing because there are many department that are still updating their pages which influences the numbers of page views.

7) Adjourned

With no response to the question of any further discussion;

Mr. Escalante motioned for adjournment

Mr. Gries seconded the motion

Voting for the motion – All

Voting against the motion – None.