

February 23, 2007
Board of Education Central Office
382 Long Hill Avenue
Shelton, CT 06484

Present: Allan Cameron
John Anglace
Cathy Araujo
Lou Marusic
Arlene Liscinsky

Ex-Officio: Tim Walsh
Tracey Adkins
Robin Willink

Agenda Item #1 Call to Order

Vice Chairman Cameron called the meeting to order at 8:03 A.M.

Agenda Item #2 Pledge of Allegiance

Pledge of Allegiance was recited.

Agenda Item #3 Public Portion

John Anglace said that he would like to ask Michael Davis and Ramesh Wadhvani to reconsider their resignations from the committee. They are long time contributing members and we would like them to reconsider.

Vice Chairman Cameron closed the public portion.

Agenda Item #4 Approval of the Minutes from the Regular Meeting of Feb. 2, 2007

Cathy Araujo moved to table this until the next meeting. John Anglace seconded the motion. A vote was taken and the motion passed 5-0.

Agenda Item #5 Status of the Purchase of 90 Laptops for SHS

Tracey Adkins said that the laptops have arrived and they are working on the high school image. There is still software to collect. Vice Chairman Cameron asked when the laptops would be in the classroom. Tracey Adkins said that they should be in probably in two weeks. The carts have already been delivered to the high school. John Anglace asked

what kind of security we have for the laptops. Tracey Adkins said that they are in a locked facility that is alarmed. They are at the Tech Center and that is locked and also alarmed. John Anglace asked what the next step is now. Tracey Adkins said that the next step is that they are finishing installing the software and creating the image for the high school. Vice Chairman Cameron asked with the new processor if the image had to change. Tracey Adkins said yes.

Agenda Item#6 The Role of Citrix in the Board of Education Technology Plan

Tracey Adkins said that Citrix is a software environment that will allow us to standardize the image even further. As to what people will see when they log onto the computer. That image resides on a server. We will be able to deliver services or software upgrades quicker because we would update the software on the server. We would have to only do the upgrade once instead of having to upgrade each machine. It saves us on support costs and allows us to deliver support services faster. It allows us to manage the environment from one central location. Vice Chairman Cameron said that right now you have to image 90 computers; somebody has to address 90 individual computers. With Citrix you will address the server. Chris Adams will address the server at the high school and the image will be sent to the 90 individuals. Tracey Adkins said yes, but these laptops are not going to be on Citrix.

Vice Chairman Cameron said that it was suggested before that we hire a consultant to accelerate the Citrix testing. We are satisfied that Citrix will help us in the elementary environment and we would be able to standardize classroom computers, but we are not certain that Citrix will support all the applications that we have at the intermediate school and high school. We don't have the resources to test we have to have the teachers and the kids do the testing. Tracey Adkins said that she is waiting for information and she spoke with two vendors and one is in Shelton. John Anglace said that he thought the idea that we had was to get a consultant to be of assistance to us in specific areas. We should determine what are needs are going to be before we determine who it is going to be. We need somebody with Citrix expertise and we need to determine what other needs that they should have. We don't bring them in unless we need them. We bring them in for specific reasons that way we conserve the resources, because the resources will come from the bond issue. We don't want to spend the money unless we have specific needs. To have somebody come and sit at these meetings would be a waste of time. Cathy Araujo said that we are not suggesting that. We discussed the last time to have somebody help develop the testing at the high school and move that along faster. John Anglace said that the committee should approve all projects before they take place. If they want to sit in our meetings at their own expense that is fine, if we have a need and we need them to come to the meeting then we will pay them. Vice Chairman Cameron said that he agreed, we don't need someone to sit at our meetings unless they are making a report. Robin Willink said that hiring a consultant for the testing of Citrix makes sense. It will take a very long time for you to do all that and I don't think that you have the man power. If there is an at will consultant is Shelton that might be able to do that. Tracey Adkins said yes, the company is PCS and they are a reseller for Citrix. Vice Chairman asked if they could give us statement of their credentials. John Anglace said that you have to follow the RFQ process. Lou Marusic said that we have to do an RFQ and tell them what you want to do.

John Anglace said that the committee will receive all written proposals and credentials, talk to each one of them and then the committee could make the final decision. Robin Willink asked if there is boiler plate for the RFP and the RFQ. Lou Marusic said that there is and he will have Bob Wilcox send it over. John Anglace said that the consultant will fit a number of needs that we are not able to do as a committee. They can investigate and also maybe more hands on if we need them for a certain task. Tim Walsh said that this will help expedite. Robin Willink asked if one consultant will serve all purposes or will there be several different consultants. Tracey Adkins said that there could be several different consultants. John Anglace said that once we get them all in and qualify them we can use anyone. Vice Chairman Cameron said that we can mix and match. John Anglace said that we want to know what is out there and what they can do and what resources are available if we need it. We don't want to wait 2-3 weeks because we need something tested. Cathy Araujo asked if we can award without going to the Board of Apportionment and Taxation. John Anglace said that he didn't think that they got involved with that. Lou Marusic said that he doesn't know if they have to and will verify that. Tim Walsh asked if that would qualify as professional services. Lou Marusic said that in the past some of them did and he could not answer specific questions it is not anything that they do to get involved it is up to the administration. What happens is that they come in and they just get turned over. If it comes under professional services we don't need the sealed bid, but he will check with corporation council. John Anglace said that sometimes that these things take place with a pre-qualification meeting. Anyone who is interested will come in and we will explain what our project is. If we went through the Board of Apportionment and Taxation they would help us advertise. Vice Chairman Cameron said that we are going to document what we need in terms of the consultant and we are going to put it out through the Purchasing Agent at the City and advertise our request for qualifications. Get responses and the committee will evaluate. Lou Marusic said that he thinks that the responses can come right here, but he will talk with corporation council.

Agenda Item#7 Update of the Gant Chart

Tracey Adkins said that we received the 90 laptops. Vice Chairman Cameron asked if there was anything on the wireless. Tracey Adkins said that they are working with a consultant to write the spec for that. John Anglace said that the Gant Chart is complicated to read and understand. Instead of doing things one at a time, let me illustrate, downtown revitalization, phase one is complete, phase two is in the works and phase three is in the planning stage, are we on the same mentality here. We have ordered the 90 computers are we looking at what is next. Cathy Araujo said that we have the bid spec that was approved and corporation council has had it since last week. Vice Chairman Cameron said that is out to bid, Bob Wilcox told him that is has been publicly advertised and the return date on that is March 8th. Tracey Adkins said that she spoke with Connie and the return date was March 22nd. Cathy Araujo said that she emailed Tom last week and she has not heard back from him. Lou Marusic said that he will check on that. Vice Chairman Cameron said that the 90 computers is the hands on stuff that we want to do now, but there are the 375 Citrix machines and the 119 thick clients that we have developed the spec for that are out to bid so that we can get those bids back. We will take a look at that and see if those bids are appropriate and if they were not appropriate we would reject them and then go back out for bid. If the were appropriate then we would be able to make

an award and we would hopefully be able to get started on the summer deployment, starting at the April vacation. John Anglace said that his point was that he tried to look at the Gant Chart and make sure that we are on track and he was not able to do that, should we make it part of our agenda for every meeting to make sure that we are on track. Lou Marusic said that he thinks that is a good idea. Vice Chairman Cameron said that we should at least give a report. Robin Willink said that it could be put into the bulletin board. John Anglace said that if we don't look at we might miss something. Tim Walsh said that maybe Tracey could establish goals for each phase. Vice Chairman Cameron said that the 500 units that will come from the bid will be our project for the summer. Some will go into the elementary schools with replacements through out the system. Behind that is the Citrix test that we are discussing getting the consultant for, so we can test applications at the high school and middle school. As soon as we can satisfy ourselves that those applications will be supported by Citrix then we will be out to bid for more thin clients, so that we can go to thin clients at the high school and the middle school. Lou Marusic asked if we have a date to finalize everything. Vice Chairman Cameron said that we have dates in the white paper. We should put the Gant Chart on the wall for the next meeting. John Anglace said that each meeting this becomes part of the minutes. The minutes are shared with the PTA or PTO whoever needs them to see what we are doing. They need to be kept informed. This is a good way to keep them on board with things as they progress. If anyone picks up anything that wants to question that we haven't addressed that is fine. This is a way letting them know and keeping us on our toes. Vice Chairman Cameron said that is a great idea, it keeps it out in the public. John Anglace said that this has to be transparent. Lou Marusic said that a lot of stuff that happens in the back office that makes its way into what we are talking about at this level will just bog us down. We are talking about nuts and bolts and how you screw this nut on, how you screw a square peg into a round hole and we don't have to deliberate that. Arlene Liscinsky asked if there was a lifespan with the bond issue, if the money has to be spent by a certain time. Lou Marusic said no. John Anglace said that we only bond what we spend in that year. The approved amount has no life span. Robin Willink said that she thinks it is important the 2.5 million is wonderful but that will be spent and the Board of Education will need to put technology into its own budget, it is an ongoing thing. Lou Marusic said that this is a management issue. You keep one eye on the 2.5 million and one eye on the when this all has to be completed. John Anglace said that we never know what mandates will be put upon us. Lou Marusic said that if we see something that has to be completed by June 2009, that is a big thing to know. This will make sure we are track with the timeframe. There are sub sets of timeframes, if we get involved with the lowest level subset of timeframes we can't get out of these meetings.

Agenda Item#8 Ongoing Building Committee Issues

Robin Willink spoke about the 5/6 Building Committee. They have been struggling with a discrepancy in the amount that was funded and the amount that was building costs was showing. They are working with the state and the building committee. The Mayor has met with the construction company and the architect. We had good news from the state, the extra room in the 5/6 school will be reimbursed. The building committee felt that the 1.6 million in the technology line item is more than they will need. The building committee might take some of that money back in order to have the funding to make sure we can use

the whole building as the project rather than have to give up the gym or the whole lower wing. The gaps are closing. There seems to be a comment that come from this committee that states that nothing is going to come from this committee to the 5/6 school, when in fact some of the computers that we purchase will for the elementary schools in general will work their way into the 5/6 school. Cathy Araujo said that the intention that no money from this committee not go to the 5/6 school. However, anything new that is being bought, if we are going to get a 40% reimbursement through that building committee for the 5/6 school and if we are at a point that we have to buy 200 computers for the district, then lets as many of those computers as possible go through the 5/6 Building Committee because we get a reimbursement on those. Robin Willink said that the 1.6 million will be reduced some what to fund the whole project. Lou Marusic said that is a \$41 million project, if you spend the \$41 million on the building construction and you don't have anymore money for technology, I don't know if you could pour more money to get the 40% reimbursement. Cathy Araujo said that when the 5/6 grades are preparing to go over to the new building they will all have computers in their classroom. Rather than say that they are taking all that equipment as we are going to our plan, if we need a new computer in the lower grade, we would be better off to buy through the 5/6 Building Committee and be reimbursed and take the ones that would have gone with them and recycle down to replace the ones in the lower grades that have reached their end of life. Robin Willink said that it is getting closer now and it is important that these committees stay on the agendas to make sure that we all work together.

Agenda Item# 9 Chairman's Report

Vice Chairman Cameron reported that our Chairman Michael Davis has resigned on February 7th stating the he is resigning effective immediately from the committee. On February 6th a member, Ramesh Wadhvani resigned. The correspondence was sent to the committee and the committee would like to thank them for their service. Lou Marusic said that has already been done. Vice Chairman Cameron asked that copies of their emails be sent to the City Clerk, so that the resignations are officially recorded. (Copies of the emails will be included in the attachments.) They we appointed by the Board of Aldermen and they have to resign to the City Clerk. Tim Walsh asked if that would be accepted without a signature. John Anglace said that the City Clerk will write to them directly if a signature is needed. We owe both of them our gratitude for the time that they have put in. We have accomplished some wonderful things in the last 5 years under their leadership and they have been instrumental in bringing us a long way. They deserve an awful lot of gratitude from the committee. Vice Chairman Cameron said that we have to acknowledge 5 years of service. The Wide Area Network Committee doesn't have a plaque. It is a tremendous legacy to the community. Lou Marusic said that we could give them a plaque for their 5 years of service. John Anglace said that what normally happens with a building committee, when the building committee finishes a job they put up a plaque in that school. It is possible to recognize this committee as well with the same methods; the funds will come from the building committee. Cathy Araujo said that the building committee that is complete if the Wide Area Network Committee. Vice Chairman said that is might be appropriate to get a plaque for the Wide Area Network Committee. John Anglace said that for the Wide Area Network Committee you don't need a big or fancy plaque, just recognition. How much do you think that will cost. Robin Willink said that it

will cost \$35.00. Cathy Araujo said that is depend on what kind of plaque that you are talking about, if you are talking about the plaques that you put up at the schools those are more money. Lou Marusic said something small that they could hang in their office.

Tim Walsh asked about having a meeting in the evening. Robin Willink said that there is a lot of staff members here and it makes sense to have it during the day and not make them come back in the evening. Tim Walsh said that the reason was to be able to let the public attend. John Anglace said that is still under consideration, it still hasn't been put on the agenda for discussion. What was suggested in terms of getting the minutes out to the people that are interested and helping us monitor what we are doing as we go along would be a big step for the need for people to know and makes this transparent. If we have one meeting in the evening every quarter, we can try it and see if it is meaningful. Tim Walsh said that he has been told by many people that they would like to come. He went to the PTSA Executive Board meeting and they stated that the meeting was too early in the morning, but that they would like to come. John Anglace said that we should think about what we should do for that audience. It should not be a business meeting but an informational meeting. Arlene Liscinsky said that could this be done at a Board of Education meeting as an update. Lou Marusic said that the Administrative Assistant reminded him that there is an annual report that is an award winning document that goes to everyone in the city. The deadline is March 8th and that would be a golden opportunity to do all your public relations. This document is superb, it is in color, and there are photos and graphics in there. I have been asked to update my stuff that is in there for two years and what do we have since then. We have the Board of Education and the City website; we have the wide area network. This would be a great opportunity to get the public information out for these quarterly meetings. We have an opportunity to get information out at City expense. Tim Walsh said that he will ask Arlene Liscinsky for a report at the Board of Education meetings and maybe something could be done at the Board of Aldermen meeting. John Anglace said that he doesn't think that the Board of Aldermen needs to be updated. Cathy Araujo said that we could have that forum and schedule it before the Board of Education and Board of Aldermen meetings. John Anglace said that that he is not sure that he wants to do it an hour before. In the beginning of the Board of Aldermen meeting, this committee could do a 10-15 minute presentation. Tim Walsh said that the PTA is looking for information. Vice Chairman Cameron said that we have a lot to report, but it could be reported quickly. The annual report is a great idea. John Anglace asked who the interested audience is. Robin Willink said are they as interested now that you are going ahead now and getting all the computers. John Anglace said that if they know we are moving along and they are sent copies of the minutes to see what is taking place. If we have a quarterly meeting we direct what we have to say to them. We are telling our story to the interested and concerned. The PTA wants to be in loop and they are our main audience. The Board of Aldermen and the Board of Education probably is not as concerned as the PTA. If we have a meeting we address it to them and give them a chance to ask us some questions. Lou Marusic said that you can have a photo opportunity by bringing those people in and put them into this report of basically what is happening in Shelton and you can have your questions and answers published in the report. John Anglace said that we should ask at the end of the meeting if we have to do this once a year, once a quarter, what degree you need to be kept informed. Arlene Liscinsky said

that she suggests that perhaps we should ask for an invite to the PTA Executive Council meeting. Vice Chairman Cameron said that is a great idea.

End of Tape 1 Side 1

John Anglace said that we should bring Steven and Tracey. Arlene Liscinsky said that the way to approach it is to state that we know it is difficult for them to come to our meetings so we are going to an outreach to you. Arlene will email Kate Kutash and ask for time on the agenda. John Anglace said the message should be here is where we were, here is where we are and here is where we are going and to keep you informed along the way our minutes that are detailed will be sent to whoever you want to send them to. If you have issues that come from that let us know and we will address them at our next meeting. Cathy Araujo said that all the PTA Presidents will be there and if they have a concern and needs us to come to a PTA meeting then they could let us know. Vice Chairman Cameron asked if the deadline is March 8th. Lou Marusic said that he was told March 8th, but will check on that. Arlene Liscinsky said that Robin always has a good spread and couldn't we incorporate technology into the Board of Education portion. Robin Willink said that she received an email from Valerie and she is working on that. Lou Marusic said that this is what is happening in Shelton now. John Anglace said that when we get out to these meetings we are going to find out what is important from their perspective. It is not going to be the details and depth of what we are doing. Tim Walsh said that it will be what is happening. Arlene Liscinsky asked when the PTA Executive Council meeting was. Robin Willink said that it is March 8th. Vice Chairman Cameron said we should find out if we can get onto the agenda. Cathy Araujo said that having Tim, Robin, John and Arlene there to show that it is a joint effort between the City and the Board of Education. Robin Willink said that she will contact Kate Kutash. Robin Willink contacted Kate Kutash and asked to be out into the agenda fro the march 8th meeting. Kate Kutash agreed.

Agenda Item#10 Adjournment

Vice Chairman Cameron asked for a motion to adjourn. Cathy Araujo moved to adjourn the meeting. John Anglace seconded the motion. A vote was taken and passed 5-0.

Vice Chairman Cameron adjourned the meeting at 8:55 A.M.

Respectfully Submitted,

Christine Johnston
Recording Secretary

*Tapes and attachments are on file at the City Hall Town Clerk's Office. Attachments are not included with minutes on website.