

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

AGENDA

IT Committee Special Meeting Agenda

April 27, 2016 at 2:30pm

Waterford Town Hall – BOE Conference Room

If you are unable to attend, contact Gail Miller by email (gmiller@waterfordct.org)

- 1) Call to Order
- 2) Approval of Minutes of December 16, 2015
- 3) Status Report of IT Director (Attached)
- 4) Request to surplus equipment from the Library and Finance Department
- 5) Discussion and action on CEN connection for Library and Youth Services
- 6) Request for a printer in the Veterans Park Garage from Ryan McNamara, Assistant Director R&P
- 7) Discussion on Training
- 8) Discussion - Technology Plan for the Town
- 9) Old Business
- 10) New Business
- 11) Correspondence
Letter from Board of Education appointing Craig Merriman as liaison to the IT Committee
- 12) Adjournment

**Town of Waterford
Information Technology Committee Regular Meeting
December 16, 2015
Waterford Town Hall-Board of Education Conference Room**

RECEIVED FOR RECORD
15 DEC 22 AM 9:08
TOWN CLERK

Members present: Maryanna Stevens, Chair, Michael Bekech, Brian Flaherty, Brett Mahoney, Calley Merriman (RTM), Kathleen Peterson, Abby Piersall, Marlana Montgomery, Sally Ritchie, Roz Rubinstein. Tali Soto, Kristin Zawacki.
Staff: Ed Crane.

Item 1

Call to Order: Chair Stevens called the meeting to order at 3:05 p.m.

Item 2

Approval of minutes of the October 21, 2015 meeting. Motion to approve- R. Rubinstein. Second-M. Bekech. K. Zawacki, A. Piersall, C. Merriman abstained. Motion passed- unanimous.

Item 3

Reports on projects/upgrades. IT Director Ed Crane. T-1 repairs made by Frontier, issues resolved. Twenty-five computers purchased for the town. Virtual service to be bid. Emergency operations center phone system to be considered at a later time. Voice mail access through email for Department Heads forthcoming.

Item 4

Review and approval of IT Committee proposed FY 2016/2017 budget. Discussion: IT Committee representatives made a presentation to the Board of Finance on December 9, 2015. Presentation was received well. Chair Stevens presented the plan. Twenty-five computer replacements planned; this will allow for needed replacements and leave seven available for those needing replaced for harddrive/other issues. Ten desktops at the community center are outdated. Four desktop replacements planned for the community center lab, four will be chrome books which will allow for cost savings. Budget down approximately 3%. Motion to approve- S. Ritchie. Second-M. Bekech. Motion passed- unanimous.

Item 5

Old business. None reported.

12/16/15 IT Committee Minutes Page 2

Item 6

New business: Posting of meeting schedule to be placed on town's web page. Discussion on system requirements for software. This should be provided by vendor. M. Stevens, R. Rubinstein, S. Ritchie to continue review IT Committee town ordinance.

Item 7

Correspondence: Letter from Board of Finance appointing Cheryl Larder as liaison to the IT Committee.

Item 8

Adjournment. Motion to adjourn- M. Montgomery. Second-S. Ritchie. Motion passed-unanimous. Meeting adjourned at 4:05 p.m.

Respectfully submitted,
Brian W. Flaherty

Brian W. Flaherty
Recording Clerk

Work orders:

DEC-JAN-FEB-MAR Attached:

Updates:

Installed the new virtual server system for town and PD. Migrated old servers to new system. The new system is now hosting over 30 town servers.

24 of 25 of new workstations were installed based on the deployment schedule. This year we have deployed a total of 49 Windows 7 computers to the town (25 were donated by the district). The town will need to purchase 20 from next year's budget to replace the remaining outdated windows XP desktops.

New Laptops were installed/prepared for EOC operations. Steve Bellos coordinating EOC software install.

New firewall installed in town hall. The firewall will enhance security and performance. A state grant paid for it.

Build and deploy an auto attendant for PD. It was configured and activated Monday 1/5 as requested by the Chief. All routine numbers will now have an auto attendant vs having to be handled/routed by dispatchers.

Internet ISP for the substation in the crystal mall was cancelled. Officers will now use 4g to connect.

Installed a server at PD that was donated by new London schools. To serve as video storage/retention.

Deploy new resources to police cruisers that allow them to share data and print(back to pd) from the cars

Add a phone line and test data upload for DUI machine

Fix cruiser camera using spare parts

Bruce Miller requested a proposal to connect the firehouses. I provided him a quote from the state using the PSDN network. Initial install and monthly reoccurring (attached quote)

Upcoming work:

Final workstations deployment (senior center reception), Fiber kickoff, Munis servers install, SCADA system install.

Requests:

- 1) Town to Donate 2 old servers to Schools (attached request)
- 2) Tape drive needed for the additional Trittech system data retention. (quote attached)

Gail Miller

From: Ed Crane
Sent: Thursday, February 11, 2016 5:34 PM
To: Gail Miller
Subject: IT meeting 2-17-16
Attachments: GTBQ437.pdf; 2-17-16 town it meeting.docx; 12-2015_Labor_Reports.xlsx; 01-2016_Labor_Reports.xlsx

Hi Gail, It agenda, hours reports and quote attached for next meeting. Ed

Work orders:

DEC-JAN Attached:

Updates:

15 of 25 of new workstations were installed based on the deployment schedule.

New Laptops were installed for EOC operations.

New firewall installed in town hall. The firewall will enhance security and performance. A state grant paid for it.

Build and deploy an auto attendant for PD. It was configured and activated Monday 1/5 as requested by the Chief. All routine numbers will now have an auto attendant vs having to be handled/routed by dispatchers.

Internet ISP for the substation in the crystal mall was cancelled. Officers will now use 4g to connect if needed.

Installed a server at PD that was donated by new London schools

Deploy new resources to police cruisers that allow them to share data and print(back to pd) from the cars

Add a phone line and test data upload for DUI machine

Fix cruiser camera using spare parts

I Provided Bruce Miller a proposal to connect the 5 firehouses together into a fire dept network. I provided him a quote from the state using the PSDN network.

Upcoming work:

Final workstations deployments, Fiber kickoff, town virtual Server kickoff, Munis server kickoff.

Requests:

Town has run low on data storage. Request to purchase 2 tape drives (And tapes) to keep up with the exponentially data growth. Quote attached \$5448 for 2 drives and 40 tapes.

Summary of IT Work - December 2015

Town of Waterford	Work Orders	Labor Hours
BOE/TOW Human Resources	6	8.40
TOW Finance	2	1.10
TOW First Selectman	1	0.30
TOW Permitting/Planning-Zoning	1	1.50
TOW Public Works	2	1.80
TOW Recreation & Parks	3	0.85
TOW Senior Center	1	1.00
TOW Town Clerk	2	1.00
TOW Utility Commission	2	0.30
Town Fire Marshals Office	1	0.30
Town Waterford Police Station	29	99.30
Town Waterford Public Library	3	2.10
Townwide District	2	11.00
Total	55	128.95
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	3	0.90
BOE Business Office	2	1.25
BOE Food Service	2	2.30
BOE Information Technology	1	10.00
BOE Special Services	1	0.30
Clark Lane Middle School	31	40.70
Great Neck Elementary	14	21.16
J Building	2	1.00
Oswegatchie Elementary	24	20.30
Quaker Hill Elementary	7	3.85
School & Town	5	29.50
Schoolwide District	12	131.50
Waterford High School	40	34.70
Total	144	297.46

Summary of IT Work - January 2016

Town of Waterford	Work Orders	Labor Hours
BOE/TOW Human Resources	1	0.30
TOW Finance	2	1.25
TOW First Selectman	2	7.50
TOW Permitting/Planning-Zoning	2	0.30
TOW Recreation & Parks	1	0.50
TOW Senior Center	1	0.30
TOW Tax Collector	2	2.50
TOW Town Clerk	3	1.80
Town Emergency Ops Center	2	2.00
Town Fire Marshals Office	1	0.50
Town Waterford Police Station	11	11.65
Town Waterford Public Library	4	7.50
Total	32	36.10
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	1	0.50
BOE Business Office	2	0.80
BOE Special Services	1	0.50
Clark Lane Middle School	46	25.60
Great Neck Elementary	12	15.55
J Building	2	1.00
Oswegatchie Elementary	23	15.40
Quaker Hill Elementary	12	9.65
School & Town	1	2.00
Schoolwide District	17	121.50
Waterford High School	33	15.10
Total	150	207.60

Summary of IT Work - January 2016

Town of Waterford	Work Orders	Labor Hours
BOE/TOW Human Resources	1	0.30
TOW Finance	2	1.25
TOW First Selectman	2	7.50
TOW Permitting/Planning-Zoning	2	0.30
TOW Recreation & Parks	1	0.50
TOW Senior Center	1	0.30
TOW Tax Collector	2	2.50
TOW Town Clerk	3	1.80
Town Emergency Ops Center	2	2.00
Town Fire Marshals Office	1	0.50
Town Waterford Police Station	13	35.65
Town Waterford Public Library	4	7.50
Total	34	60.10
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	1	0.50
BOE Business Office	2	0.80
BOE Special Services	1	0.50
Clark Lane Middle School	46	25.60
Great Neck Elementary	12	15.55
J Building	2	1.00
Oswegatchie Elementary	23	15.40
Quaker Hill Elementary	12	9.65
School & Town	1	2.00
Schoolwide District	17	121.50
Waterford High School	33	15.10
Total	150	207.60

Summary of IT Work - February 2016

Town of Waterford	Work Orders	Labor Hours
TOW Assessor	1	0.50
TOW Finance	2	0.80
TOW Permitting/Planning-Zoning	3	5.10
TOW Public Works	2	3.25
TOW Senior Center	2	1.25
TOW Tax Collector	1	2.00
TOW Town Clerk	1	1.00
Town Emergency Ops Center	1	0.10
Town Fire Marshals Office	1	3.50
Town Waterford Police Station	11	84.60
Town Waterford Public Library	2	2.00
Townwide District	3	7.00
Total	30	111.10
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	5	3.10
BOE Business Office	3	0.90
BOE Food Service	6	8.60
BOE Special Services	3	7.60
Clark Lane Middle School	26	18.30
Great Neck Elementary	7	9.45
J Building	1	6.00
Oswegatchie Elementary	14	10.70
Quaker Hill Elementary	7	8.70
School & Town	4	47.00
Schoolwide District	17	130.00
Waterford High School	29	27.40
Total	122	277.75

Summary of IT Work - March 2016

Town of Waterford	Work Orders	Labor Hours
TOW Assessor	1	0.30
TOW Finance	3	2.30
TOW Permitting/Planning-Zoning	1	0.30
TOW Public Works	2	2.00
TOW Tax Collector	3	5.00
TOW Town Clerk	1	0.30
Town Emergency Ops Center	3	3.25
Town Fire Marshals Office	3	7.30
Town Waterford Police Station	30	154.96
Town Waterford Public Library	7	3.40
Town Youth Services	2	2.00
Townwide District	10	54.75
Total	66	235.86
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	2	1.20
BOE Business Office	3	2.05
BOE Food Service	1	3.00
BOE Special Services	2	1.30
Clark Lane Middle School	52	36.75
Great Neck Elementary	15	13.95
J Building	5	34.30
Oswegatchie Elementary	15	14.95
Quaker Hill Elementary	13	7.00
School & Town	2	6.00
Schoolwide District	19	174.50
Waterford High School	44	31.15
Total	173	326.15

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Gail Miller

From: Ed Crane
Sent: Wednesday, March 23, 2016 3:44 PM
To: Maryanna Stevens
Subject: RE: Old PD servers
Attachments: TOWN OF WATERFORD_HP Servers_PO 200525.docx; HP invoice 50126414 for PO FY12 200525.pdf

Hi Maryanna, Here is the model and SN for the two old servers.

HP Proliant DL380 G7-
USE138N6R8
USE138N6R9

Attached is the original purchase info in case you need it. Ed

From: Maryanna Stevens [<mailto:mstevens@waterfordct.org>]
Sent: Monday, March 21, 2016 2:09 PM
To: Ed Crane
Subject: Re: Old PD servers

Oh yeah! That would be helpful, thank you!

Maryanna Stevens, CPA
Director of Finance
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

On Mar 21, 2016, at 2:07 PM, Ed Crane <ecrane@waterfordschools.org> wrote:

Thanks to you and Kate. The Schools will appreciate. Let me know if you need serial numbers or other info. Ed

From: Maryanna Stevens [<mailto:mstevens@waterfordct.org>]
Sent: Monday, March 21, 2016 11:58 AM
To: Ed Crane
Subject: RE: Old PD servers

Hi Ed

I have no issue with that – I will have to surplus them through the BOS and in that letter I will ask their approval to donate them. Both Kate and I are supportive so I don't think there will be an issue with approval. Their next meeting is April 5th.

Maryanna

From: Ed Crane
Sent: Monday, March 21, 2016 11:26 AM
To: Maryanna Stevens
Subject: Old PD servers

Hi MaryAnna, Would the town consider to donate the two old PD servers to the Schools district? They are 5 years old, but they are the exact model we are still running in the school data room. Adding these to what we have would help us get another year of service from our system. Ed.

TOWN OF WATERFORD
PO# FY12/200525
15 ROPE FERRY RD
ED CRANE ED CRANE
WATERFORD CT 06385

UPS: 1Z4237AW0310855336_Scheduled Delivery: Thursday, 09/29/2011

Shipment: HP order 30739966

Item	Product No	Description	Serial No
1	583914-B21	HP DL380G7 SFF CTO Chassis	USE138N6R8 USE138N6R9

*** CERTIFIED COPY ***



Invoice #	Invoice Reference	Invoice Date
50126414	30739966 - 001	9/23/11
Ship Date	Due Date	Total Amount (USD)
9/23/11		CONTINUED

Remit payment to:
 HEWLETT-PACKARD COMPANY
 P.O. Box 101149
 Atlanta, GA 30392-1149

D-U-N-S: 00-912-2532
 FED ID: 94-1681436

Purchase Order #	Customer Number	Contract Name	Contract Number			
200525	G11076	WSCA/NASPO	B27164			
CR/DR Authorization #	Payment Terms	Sales Order #	Order Date	Carrier	Freight Terms	Page
	NET 30 DAYS GOV	30739966	9/16/11		FOB Destination	1

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 WATERFORD CT 06385

 ED CRANE ED CRANE

Line Number	Order Quantity	Back Order Quantity	Shipped Quantity	Product #	Product Description	Unit Price (USD)	Extended Price (USD)
001	2		2	583914-B21	HP DL380G7 SFF CTO Chassis SER #: USE138N6R8 USE138N6R9	1184.06	2368.12
002	2		2	633418-L21	HP DL380G7 E5649 PFO Kit	802.27	1604.54
003	4		4	500662-24G	HP 24GB 3x 2Rx4 PC3-10600R-9 Kit	611.01	2444.04
004	12		12	500662-B21	HP 8GB 2Rx4 PC3-10600R-9 Kit SER #: RAKWK04XM1IMHW RAKWK04XM1IMHX SER #: RAKWK04XM1IMHY RAKWK04XM1IMHZ SER #: RAKWK04XM1IMJ2 RAKWK04XM1IMJ3 SER #: RAKWK04XM1IMB1 RAKWK04XM1IMB4 SER #: RAKWK04XM1IMJ0 RAKWK04XM1IMJ1 SER #: RAKWK04XM1IMJ4 RAKWK04XM1IMJ5		
005	2		2	633418-B21	HP DL380G7 E5649 Kit	802.27	1604.54
006	8		8	507127-B21	HP 300GB 10K 6G 2.5 SAS DP HDD SER #: 2C6135I7AW 2C6135I7VY SER #: 2C6137I0VU 2C6137I16A SER #: 2C6135I7XM 2C6136I16Z SER #: 2C6137I25P 2C6137I2BV	225.57	1804.56
007	2		2	534916-B21	HP 512MB Flash Backed Write Cache SER #: PBCDH0CRH0X2CA PBCDH0CRH0Y2MF	313.17	626.34
008	2		2	481043-B21	HP Slim 12.7mm SATA DVDRW Optical Kit	79.57	159.14
009	2		2	503296-2PS	HP460W HE 12V Hotplg AC PwrSupplyKitX	334.00	668.00
010	4		4	503296-B21	HP 460W CS Gold Ht Plg Pwr Supply Kit		

CONTINUED

TERMS: Payment terms are NET 30. The title and delivery of the product and/or service listed on this invoice are subject to Hewlett-Packard Co.'s standard sales terms and conditions in effect at the time the product or service is ordered. Any variance from those terms and conditions will be effective only if agreed to in writing by Hewlett-Packard Co. prior to the product or service is ordered. PRICE: All orders will be billed at price in effect at the time of the shipment.
 RETURNS & REFUNDS: Exchange or returns must be received within 30 days of receipt of your shipment. All returns require prior approval and a return authorization number (RMA). REFUNDS authorize returns or returns without an RMA number may be refused. Opened software and any purchases subject to above are not eligible for return. Freight charges are non-refundable. After receipt and inspection of returned merchandise, credit will be issued.
 CLAIMS: Claims for shortages, damages and/or defective merchandise must be made within 30 days of receipt. In case of shipping damage, please keep all packaging materials and damaged materials in the original outside shipping carton. We will file a claim with the carrier and replace the item at no cost to you. PER FAR NO. 52.232-25, IN CASE OF DEFECTIVE INVOICE PLEASE NOTIFY THE FOLLOWING: Hewlett-Packard Co., Attn: OEM Customer Service, 10810 Farnam Drive, Omaha, NE 68154, Phone: 1-800-727-2472
 HP encourages customers to recycle used electronic hardware, HP original print cartridges, and rechargeable batteries. For more information about recycling programs, go to www.hp.com/eco.

*** CERTIFIED COPY ***



Invoice #	Invoice Reference	Invoice Date
50126414	30739966 - 001	9/23/11
Ship Date	Due Date	Total Amount (USD)
9/23/11	10/23/11	11280.74

Remit payment to:
 HEWLETT-PACKARD COMPANY
 P.O. Box 101149
 Atlanta, GA 30392-1149

D.U.N.S. 00-912-2532
 FED ID# 01-1081436

Purchase Order #	Customer Number	Contract Name			Contract Number		
200525	G11076	WSCA/NASPO			B27164		
CR/DR Authorization #	Payment Terms	Sales Order #	Order Date	Carrier	Freight Terms	Page	
	NET 30 DAYS GOV	30739966	9/16/11		FOB Destination	2	

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 15 ROPE FERRY ROAD
 WATERFORD CT 06385

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TOWN OF WATERFORD
 FY12/200525
 15 ROPE FERRY RD
 WATERFORD CT 06385

 ED CRANE ED CRANE

Line Number	Order Quantity	Back Order Quantity	Shipped Quantity	Product #	Product Description	Unit Price (USD)	Extended Price (USD)
011	2		2	534516-B21	HP PL Foundation Pk Single Rel FIO SW	.73	1.46
012	2		2	*CONOVRD	CUSTOMIZATION SERVICES		
013	2		2	293355-888	SERVER-HOU SUPPRESSED CTO FLAG		
014	1		1		TRACKING # 1Z4237AW0310855336		
INQUIRIES TO: (800) 727-2472							
TOTAL USD							11280.74

TERMS: Payment terms are NET 30. The sale and delivery of the product and/or service listed on this invoice are subject to Hewlett-Packard Co.'s standard sales terms and conditions in effect at the time the product or service is ordered. Any variance from these terms and conditions will be effective only if agreed to in writing by Hewlett-Packard Co. prior to the time the product or service is ordered. PRICES: All prices will be listed in effect at the time of the shipment.
 RETURNS & REFUNDS: Exchange or returns must be requested within 30 days of receipt of your shipment. All returns require prior approval and a return authorization number (RMA). REFUNDS: Subject to return or returns without an RMA number may be refused. Opened software and any purchases subject to these are not eligible for return. Price changes are non-refundable. Absence of inspection of returned merchandise, rest will be issued.
 CLAIMS: Claims for shortages, damages and invoice discrepancies must be made within 30 days of receipt. In case of shipping damage, please keep all packaging materials and damaged materials in the original outside shipping carton. We will file a claim with the carrier and replace the item at no cost to you. PER FAR NO. 52 232-25, IN CASE OF DEFECTIVE INVOICE PLEASE NOTIFY THE FOLLOWING: Hewlett-Packard Co., Attn: OEM Customer Service, 16310 Fawnridge Drive, Omaha, NE 68154. Phone: 1-800-727-2472.
 HP encourages customers to recycle used electronic hardware, HP original print cartridges, and rechargeable batteries. For more information about recycling programs, go to www.hp.com/recycle.

Gail Miller

From: Maryanna Stevens
Sent: Wednesday, March 30, 2016 9:42 AM
To: Gail Miller
Subject: FW: IT Committee Agenda Item

From: Roslyn Rubinstein
Sent: Monday, December 21, 2015 1:50 PM
To: Maryanna Stevens
Subject: IT Committee Agenda Item

David/IT has recommended that the following 'legacy' computer, from library storage, be discarded: **Compaq Evo D510 Serial # USU3140JPG**

Thank you.

Roz

Maryanna Stevens

From: Roslyn Rubinstein
Sent: Wednesday, March 23, 2016 1:44 PM
To: Maryanna Stevens
Subject: IT Committee Agenda Item

Maryanna,

Please put the following on the agenda of the next IT Committee meeting:

IT has recommended that the following printers be discarded (see e-mail chain below):

HP Laserjet 4050tn
Serial number: uscc141018

HP Laserjet 2420dn
Serial number: cndj818012

HP Laserjet 2300n
Serial number: cnbgg78908

Thank you.

Roz

From: David Sanford
Sent: Wednesday, March 23, 2016 12:29 PM
To: Ed Crane
Cc: Roslyn Rubinstein
Subject: RE: Printers @ Library

Nope. In fact I just e-cycled several 2300's. I can e-cycle these as well once de-listed from WPL inventory.

From: Ed Crane
Sent: Tuesday, March 22, 2016 2:19 PM
To: David Sanford
Subject: RE: Printers @ Library

Hi David, I talked with Roz about this. She says these printers still work, but have issues such as grinding noises etc. Do you see any value to keeping these old printers?

From: Roslyn Rubinstein [<mailto:rrubinst@waterfordct.org>]
Sent: Tuesday, March 22, 2016 1:36 PM
To: Ed Crane
Subject: Printers @ Library

Ed,

The printers listed below have been replaced over the last few years, but are in varying states of working condition. When a printer went out here recently we did better by getting a loaner from you than trying to install one of these. Do you want/need them at the BOE? If not should we surplus them through the IT committee?

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Gail Miller

From: Maryanna Stevens
Sent: Wednesday, March 30, 2016 9:41 AM
To: Gail Miller
Subject: FW: Public Computers
Attachments: ATT00001.txt

For the IT committee

From: Roslyn Rubinstein
Sent: Tuesday, March 29, 2016 2:05 PM
To: Maryanna Stevens
Subject: FW: Public Computers

Thank you!

From: Roslyn Rubinstein
Sent: Tuesday, March 29, 2016 9:17 AM
To: Sally Ritchie; Dani Gorman
Subject: Public Computers

The connectivity for the public computers, including Wi-Fi, at the library, community center and youth services is provided at no charge through CEN. If the Governor's proposed budget goes through we will be billed for that connectivity (see below). Our three buildings are on the library account and the monthly quote we were given is \$272.26. I will ask Maryanna to put this item on the agenda of the April 20 IT Committee. I don't know if this can be funded through the IT budget or each department will be expected to absorb the cost. It's worth asking.

Talk to you soon.

Roz

From: Conntech [<mailto:conntech-bounces+rrubinstein=waterfordct.org@mylist.net>] **On Behalf Of** Rick Widlansky
Sent: Tuesday, March 29, 2016 8:42 AM
To: conntech@mylist.net
Subject: [Conntech] Important Update for CEN Members for FY17

Haven't seen any chatter about this so I am wondering if people don't know. I just found out yesterday. This applies to Libraries with FIBER from the CEN. I am still waiting to find out what is happening with the DSL Libraries. Read it carefully. If this happens, it goes into effect July 1st of THIS year.

This comes right off the CEN web site.

<http://www.cen.ct.gov/cen/cwp/view.asp?a=4276&q=574222>

FAQs on Potential CEN Funding Change

Important Update for CEN Members for FY17

What Is Happening?

CEN is reaching out to its public K-12 and library members to inform them of the State of Connecticut fiscal year 2017 proposed budget as it currently stands. These changes represent a shift in funding, as the General Fund has covered costs for public K-12 schools and libraries over the past 14 years. This budget process is ongoing, as the legislative session goes until May 4, 2016 (projected date).

Under the proposed budget, CEN is expected to become self-sustaining. To achieve this end, CEN would begin billing schools and libraries for their use of the network starting in July 2016. The exemplar bills circulated in March 2016 give an indicator of your current service usage with CEN using Q2 data (October 1-December 31) using our discounted class pricing for fiscal year 2016. As such, the exemplar statements are a good approximation of the bill you could expect from us. New pricing will be set in July for fiscal year 2017. Please keep in mind that our pricing has historically dropped year over year.

Who Is Affected?

All public K-12 schools and libraries that have previously been covered by the State's General Fund since CEN's inception would need to begin paying. Members that currently pay for access will see no immediate changes. CEN connects approximately 200 public K-12 schools and more than 150 public libraries. Our aggregate reach includes 550,000+ students, 40,000+ teachers and staff, 60+ towns for a population of 1.5+ million Connecticut citizens.

Why This Change Now?

CEN has had their funding cut in the fiscal year 2017 proposed budget. The budget process is ongoing until May 4, 2016 (projected). If the budget remains unmodified, CEN will need to become self sustaining at funding which means previously funded public K-12 schools and libraries will begin to incur costs to use the network.

When Do These Changes Take Effect?

Funding changes will take effect July 1, 2016 should the proposed budget remain unaltered at the completion of the budget process (projected at May 4, 2016).

How Is My Service Effected?

The network will remain substantially unchanged. In fact, federal guidelines around the BTOP grant, which funded the network expansion from 2011-2013, require the network be maintained until at least 2024. **CEN will, however, begin billing schools and libraries for their use of the network starting in July 2016 (beginning of fiscal year 2017).**

Where Do I Go For More Information?

More information here on [CEN Impact and Benefits](#), an overview in the [CEN Factsheet](#) and a reminder of the [CEN Price Structure](#). Please feel free to contact CEN on info@cteducation.net with any questions or concerns.

Gail Miller

From: Maryanna Stevens
Sent: Wednesday, March 30, 2016 9:41 AM
To: Gail Miller
Subject: FW: More Info on CEN

IT committee

-----Original Message-----

From: Roslyn Rubinstein
Sent: Wednesday, March 30, 2016 9:17 AM
To: Maryanna Stevens
Subject: More Info on CEN

Maryanna,

FYI - all library staff computers have been on the free state network too.

-----Original Message-----

From: Ed Crane
Sent: Tuesday, March 22, 2016 3:14 PM
To: Roslyn Rubinstein
Subject: RE: CEN mock bill

Yes. And Jeff let me know that all the library employee machines use CEN for internet. This was a recent change that occurred when Jeff upgraded the firewall and network a couple years back.

-----Original Message-----

From: Roslyn Rubinstein [<mailto:rrubinst@waterfordct.org>]
Sent: Tuesday, March 22, 2016 3:09 PM
To: Ed Crane
Subject: RE: CEN mock bill

And wi-fi at the cc and library.

From: Ed Crane
Sent: Tuesday, March 22, 2016 2:55 PM
To: Roslyn Rubinstein
Subject: RE: CEN mock bill

Public machines only such as. CC lab, YSB lab, Library Lab

-----Original Message-----

From: Roslyn Rubinstein [<mailto:rrubinst@waterfordct.org>]
Sent: Tuesday, March 22, 2016 2:54 PM
To: Ed Crane
Subject: RE: CEN mock bill

All staff and public PCs?

From: Ed Crane
Sent: Tuesday, March 22, 2016 2:37 PM
To: Roslyn Rubinstein
Subject: RE: CEN mock bill

Yes. All under the library

From: Roslyn Rubinstein [<mailto:rrubinst@waterfordct.org>]
Sent: Tuesday, March 22, 2016 2:29 PM
To: Ed Crane
Subject: FW: CEN mock bill

Ed,

I just got this from CEN. I asked about the Community Center and Youth Services and she didn't have any information on those locations. Is it all under the library?

Roz

From: Deprey, Brynn [<mailto:brynn.deprey@uconn.edu>]
Sent: Tuesday, March 22, 2016 2:27 PM
To: Roslyn Rubinstein
Subject: CEN mock bill

Dear Roz,

As discussed,

Brynn

Brynn Deprey, PhD
Marketing Communications Manager
Connecticut Education Network (CEN)
860.622.4574 | 860.276.9727 (M)
brynn.deprey@uconn.edu<<mailto:brynn.deprey@uconn.edu>>
www.cen.ct.gov<<http://www.cen.ct.gov/>>

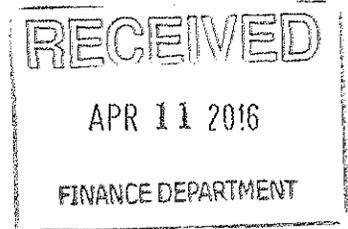
Register for the CEN Conference<<http://www.cvent.com/d/7rq438>>
[[cid:image001.png@01D18448.50C34020](#)]

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

6



Recreation and Parks Commission

DATE: April 8, 2016
TO: IT Committee
FROM: Ryan McNamara, Assistant Director R&P *RTM*
RE: Installation of Desktop unit at Veterans Garage

The Recreation and Parks Commission would like to request a desktop unit, inkjet printer, and any other materials required for network installation at the Veterans Park garage. This will enable use of microsoft office software to generate schedules, track work performance, etc. This would also be a key piece in the operation and management of the KRONOS time system recently installed.

The items are believed to be in stock and identified by the IT staff. There isn't any cost associated with this request as the equipment is refurbished from replacements within Town. The equipment would need to be added to the R&P asset listing. Depending on the Veterans Garage ability to network the computer, a WiFi stick or alternate connecting option may be needed.

Thank you for your time and consideration of this request.

FINANCE DEPARTMENT– TECHNOLOGY INITIATIVES

- 1) Implementation of Munis
- 2) Provide departments the ability to utilize Munis for budget preparation

IT COMMITTEE

- 1) Town – wide document management
- 2) Wi-Fi capabilities in Town buildings to support mobile workforce (?)
- 3) Computer replacement schedule
- 4) Consistent and up to date operating systems and productivity software (ie ms office)
- 5) Social Media (?)
- 6) Technology infrastructure (will nee Ed's input)

Gail Miller

From: Roslyn Rubinstein
Sent: Thursday, April 07, 2016 12:12 PM
To: Maryanna Stevens
Cc: Gail Miller
Subject: RE: IT Committee Regular meeting

Maryanna,

FY'17 – library board funded

- wireless printer, scanner for adult computer center
- iPads/tablets for public – preloaded with e-books, for circulation in conjunction with soon-to-be launched HOMEBOUND delivery service
- iPads/tablets for staff – there is now a mobile app available to access the library software; access point(s) and encrypted Wi-Fi
- Gaming console for public programs

FY'18/'19 town capital request - tentative

- Print management system

Do you need more detail for the April meeting?

Roz

From: Maryanna Stevens
Sent: Wednesday, March 30, 2016 10:55 AM
To: Abby Piersall; Brian Flaherty; Bruce Miller; Kathleen Peterson; Kristin Zawacki; Mark Wujtewicz; Marlana Montgomery; Maryanna Stevens; Mike Bekech; Neftali Soto; Roslyn Rubinstein; Sally Ritchie; Alan Wilensky; Dani Gorman; Brett Mahoney; Stephen Bellos; 'calleys19@gmail.com'; 'rcairn01@gmail.com'; Cheryl Larder; Ed Crane; Joyce Sauchuk
Cc: Craig Powers; Dan Steward; Gail Miller
Subject: IT Committee Regular meeting

Hi Everyone,

Please forward any agenda items for the April 20th meeting to me and copy Gail Miller.

As part of the meeting on the 20th, I'd like to begin the process of putting together a 3 year Town IT plan. Please think about any IT related initiatives that you'd like to implement for your department or any needs that you foresee for your department and forward them to me (**copy Gail**) by April 13th. I will compile the information and send it out prior to the meeting.

Please let me know if there are any questions.

Thank you
Maryanna

Maryanna Stevens, CPA

Director of Finance
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

(860) 444-5842 Phone
(860) 440-0579 Fax

Gail Miller

From: Abby Piersall
Sent: Wednesday, March 30, 2016 11:49 AM
To: Maryanna Stevens
Cc: Gail Miller
Subject: RE: IT Committee Regular meeting

Hello,

The big ticket items for the Planning/Building Offices include:

1. Launch an online permitting and payment system.
2. Launch a field inspections platform that is connected live to our permitting and GIS systems.
3. Upgrade the GIS system to provide a more simple and effective public resource for accessing information about properties and community data. I envision an in-house version of this and a version that we provide to the public and various boards and commissions.
4. Develop and maintain a platform to easily share information between Town departments and other municipalities. As an aside, this goal, combined with the more effective (and likely more affordable) GIS interface was the impetus for having the webinar with PeopleGIS.
5. Support the Clerk and Assessor in their work to maintain up-to-date property ownership records that can be used by other departments in creating abutter lists or other frequently needed items. This would include online public access to full property cards for Cheryl. ☺
6. Purchase a document management software that allows us to scan and link property and permit records to a parcel so that realtors, contractors, etc, could easily pull up an address via a search window or zoom to a property on a map and see all available town records associated with the property.

I'd like to see us look into options that reduce the number of different software platforms we all use and to see where we can generate savings by moving to cloud-based software.

We'll be purchasing tablets for the building officials next year and will purchase one or two more for planning in FY18. I'll be looking to purchase a department laptop if we have leftover funds this year. I also imagine that there may be a need to purchase a high quality GPS unit that can be connected to the tablets and used between departments. As we do more with online permitting and plan review, we may find that we need additional large monitors to accommodate electronic reviews and to support people filling out their own applications and doing property research at the front counter.

That's all I can think of for now!

Thanks,

Abby Y. Piersall, AICP
Planning Director
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
(860) 444-5813

From: Maryanna Stevens
Sent: Wednesday, March 30, 2016 10:55 AM
To: Abby Piersall; Brian Flaherty; Bruce Miller; Kathleen Peterson; Kristin Zawacki; Mark Wujtewicz; Marlena Montgomery; Maryanna Stevens; Mike Bekech; Neftali Soto; Roslyn Rubinstein; Sally Ritchie; Alan Wilensky; Dani

Gorman; Brett Mahoney; Stephen Bellos; 'calleys19@gmail.com'; 'rcairn01@gmail.com'; Cheryl Larder; Ed Crane; Joyce Sauchuk

Cc: Craig Powers; Dan Steward; Gail Miller

Subject: IT Committee Regular meeting

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Thank you

Maryanna

Maryanna Stevens, CPA

Director of Finance

Town of Waterford

15 Rope Ferry Road

Waterford, CT 06385

(860) 444-5842 Phone

(860) 440-0579 Fax

Maryanna Stevens

From: Brian Flaherty
Sent: Thursday, March 31, 2016 12:15 PM
To: Maryanna Stevens
Subject: RE: IT Committee Regular meeting
Attachments: rectrac credit cards.pdf

Hi Maryanna:

Just a heads up, I will be on vacation that week. As far as upcoming needs, I would like to consider upgrading our rectrac software so it is integrated with credit/debit purchases. In that timeframe I would also like to consider web registration. Sally had received the attached quote regarding. We are currently awaiting a response from rectrac on some clarifications. Would these software costs be the responsibility of our individual departments? I know over the years I've been on this committee(too many!!) that the Committee has authorized the purchase of software for departments under certain conditions. Once I hear back from you. I'll chat with Sally.

In the short term, we are leaning toward the paytrac module(Sally wants to wait and see at this time).

Thanks for the assistance.

Best,

Brian

From: Maryanna Stevens
Sent: Wednesday, March 30, 2016 10:55 AM
To: Abby Piersall; Brian Flaherty; Bruce Miller; Kathleen Peterson; Kristin Zawacki; Mark Wujtewicz; Marlena Montgomery; Maryanna Stevens; Mike Bekech; Neftali Soto; Roslyn Rubinstein; Sally Ritchie; Alan Wilensky; Dani Gorman; Brett Mahoney; Stephen Bellos; 'calleys19@gmail.com'; 'rcairn01@gmail.com'; Cheryl Larder; Ed Crane; Joyce Sauchuk
Cc: Craig Powers; Dan Steward; Gail Miller
Subject: IT Committee Regular meeting

Hi Everyone,

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Thank you
Maryanna

Maryanna Stevens, CPA
Director of Finance
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

(860) 444-5842 Phone

(860) 440-0579 Fax



Proposal Summary Pricing
VSI Quote Number: 54893

Please See Detail Breakdown
on Following Pages

Description: **WebTrac and PayTrac**
Prepared For: **Town of Waterford Recreation, Waterford, CT**
Contact Name: **Sally Ritchie**
Contact Email: **sritchie@waterfordct.org**
Approved By: **Terri Colacchio, Sales (terric@vermontsystems.com)**

Phone Number: **(860)444-5839**
Fax Number:
Quote Date: **02/22/2016**

Description	Purchase Price	Annual Maint/Svs	Estimated Shipping*	Total Price
WebTrac - Basic Edition				
Application Software	\$10,175.00	\$2,035.00	\$0.00	\$12,210.00
Progress OpenEdge Software	\$2,035.00	\$407.00	\$0.00	\$2,442.00
VSI-Add ons	\$1,250.00	\$0.00	\$0.00	\$1,250.00
Support Services - Training & Expenses	\$4,415.00	\$0.00	\$0.00	\$4,415.00
Total WebTrac:	\$17,875.00	\$2,442.00	\$0.00	\$20,317.00

PayTrac - Workgroup Multi-User Software				
Application Software	\$3,000.00	\$600.00	\$0.00	\$3,600.00
Magstripe Readers	\$1,390.00	\$0.00	\$32.00	\$1,422.00
Support Services - Training & Expenses	\$200.00	\$0.00	\$0.00	\$200.00
Total PayTrac:	\$4,590.00	\$600.00	\$32.00	\$5,222.00

VSI TOTALS				
Application Software	\$13,175.00	\$2,635.00	\$0.00	\$15,810.00
Progress OpenEdge Software	\$2,035.00	\$407.00	\$0.00	\$2,442.00
Magstripe Readers	\$1,390.00	\$0.00	\$32.00	\$1,422.00
VSI-Add ons	\$1,250.00	\$0.00	\$0.00	\$1,250.00
Support Services - Training & Expenses	\$4,615.00	\$0.00	\$0.00	\$4,615.00
Grand Totals:	\$22,465.00	\$3,042.00	\$32.00	\$25,539.00

* NOTE: Shipping Is FOB - Origin (Plus Tax Where Applicable / Includes Shipping FOB - Origin)



WebTrac Basic Edition
Real-Time Internet Software
VSI Quote Number: 54893
 Please Review Notes on Last Page
 Software Pricing Is Valid For 120 Days
 Hardware Pricing Is Subject to Change

Description: **WebTrac and PayTrac**
 Prepared For: **Town of Waterford Recreation, Waterford, CT**
 Contact Name: **Sally Ritchie**
 Contact Email: **sritchle@waterfordct.org**
 Approved By: **Terri Colacchio, Sales (terric@vermontsystems.com)**

Phone Number: **(860)444-5839**
 Fax Number:
 Quote Date: **02/22/2016**

Qty	Unit	Description	Unit Price	Extended Price	Annual Maint/Svs
Application Software					
1	Each	WebTrac Internet Software, 6-15 RecTrac Users (V-WT-SU-IS-6)	\$3,750.00	\$3,750.00	\$750.00 1
1	Each	WebTrac Activity Registrations (V-WT-SU-AR)	\$950.00	\$950.00	\$190.00 2
1	Each	WebTrac Facility Reservations (V-WT-SU-FR)	\$950.00	\$950.00	\$190.00 2
1	Each	Mobile RecTrac (V-WT-SU-MRT)	\$1,950.00	\$1,950.00	\$390.00 3
1	Each	Mobile WebTrac (V-WT-SU-MWT)	\$1,950.00	\$1,950.00	\$390.00 4
1	Each	WebTrac/RecTrac Sm Workgroup Agents (V-WT-SU-AU)	\$625.00	\$625.00	\$125.00 5
Total Application Software:				\$10,175.00	\$2,035.00
Progress OpenEdge Software					
1	Each	OpenEdge Application Server & RDBMS (T-PG-SU-WB)	\$2,035.00	\$2,035.00	\$407.00 6
Total Progress OpenEdge Software:				\$2,035.00	\$407.00
VSI-Add ons					
1	Each	WebTrac Standard Brochure Interface (V-WT-IN-SB)	\$0.00	\$0.00	\$0.00 7
1	Each	WebTrac First Style Sheet Service Initial & Major (V-WT-IN-SS-1)	\$750.00	\$750.00	\$0.00 8
1	Each	Standard Splash Page Options (V-WT-CP-SP)	\$500.00	\$500.00	\$0.00 9
Total VSI-Add ons:				\$1,250.00	\$0.00
Support Services - Training & Expenses					
3	Day(s)	Installation/Training, Municipal, On-Site/Day (X-S-TNG-01)	\$750.00	\$2,250.00	\$0.00
1	Day(s)	Travel Time (X-S-TNG-09)	\$375.00	\$375.00	\$0.00
3	Each	Travel Expenses - per day (estimated) (X-X-EXP)	\$330.00	\$990.00	\$0.00 10
8	Hour(s)	Phone/Webex Setup or Training/Hr. (Min 15 Min/\$25) (X-S-TNP-01)	\$100.00	\$800.00	\$0.00 11
Total Support Services - Training & Expenses:				\$4,415.00	\$0.00
Total Software, Hardware and Support Services				\$17,875.00	\$2,442.00
Grand Total - WebTrac:				\$20,317.00	
* NOTE: Shipping is FOB - Origin				(Plus Tax Where Applicable / Includes Shipping FOB - Origin)	



PayTrac Workgroup Multi-User Software

VSI Quote Number: 54893

Please Review Notes on Last Page
 Software Pricing Is Valid For 120 Days
 Hardware Pricing Is Subject to Change

Description: **WebTrac and PayTrac**
 Prepared For: **Town of Waterford Recreation, Waterford, CT**
 Contact Name: **Sally Ritchie**
 Contact Email: **sritchie@waterfordct.org**
 Approved By: **Terri Colacchio, Sales (terric@vermontsystems.com)**

Phone Number: **(860)444-5839**
 Fax Number:
 Quote Date: **02/22/2016**

Qty	Unit	Description	Unit Price	Extended Price	Estimated Shipping*	Annual Maint/Svs
Application Software						
1	Each	VSI Workgroup ERI Credit Card Interface (V-PT-MU-ERI)	\$3,000.00	\$3,000.00	\$0.00	\$600.00 12
Total Application Software:				\$3,000.00	\$0.00	\$600.00
Magstripe Readers						
2	Each	Credit Card EMV (Chip & Pin) Device (H-PIN-99)	\$695.00	\$1,390.00	\$32.00	\$0.00 13
Total Magstripe Readers:				\$1,390.00	\$32.00	\$0.00
Support Services - Training & Expenses						
2	Hour(s)	Phone/Webex Setup or Training/Hr. (Min 15 Min/\$25) (X-S-TNP-01)	\$100.00	\$200.00	\$0.00	\$0.00 11
Total Support Services - Training & Expenses:				\$200.00	\$0.00	\$0.00

Total Software, Hardware and Support Services				\$4,590.00	\$32.00	\$600.00
Grand Total - PayTrac:				\$5,222.00		
* NOTE: Shipping Is FOB - Origin				(Plus Tax Where Applicable / Includes Shipping FOB - Origin)		

The actual credit card device you will purchase depends on what gateway/processor you contract with.

Description: **WebTrac and PayTrac**
Prepared For: **Town of Waterford Recreation, Waterford, CT**
Contact Name: **Sally Ritchie**
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- 1 WebTrac enables your customers to process RecTrac transactions real-time using a browser via the internet.

The WebTrac module does NOT include hosting services, which are priced separately. However, if needed VSI does offer two types of hosting services: Web Server Only or Web Server & Database. If you need Web Server Only hosting and your IT department or your off-premise web hosting vendor does not allow third party software to be installed on its servers, then VSI can offer Web Server Only hosting with a monthly fee, which is billed on annual basis. If you need full Web Server & Database hosting services, VSI will provide by installing your software on its servers at its TechVault data center with monthly billing.

- 2 WebTrac modules require respective RecTrac licensed modules in order to process web transactions.

- 3 Mobile RecTrac provides access to select staff functions using a smart phone mobile browser. The Mobile RecTrac browser is device/operating system independent. Functions such as Visit Check-In, League Scores Postings, Roster Print, Tee Sheets, and Household Inquiries are a few of the functions that are available to the staff using a smart phone. All current and future Mobile RecTrac staff related functions developed for all RecTrac modules by VSI are included in this one-time license fee, providing that the annual maintenance and support fees are paid.

Mobile Hardware Options:

1. Honeywell Captuvo SL22 iPod Sled, SL42 iPhone Sled, SL62 iPad Mini Sled

There are several models available for the iPod, iPhone, iPad Mini including one with magstripe reader only, one with bar code imager only, and one with both bar code imager and magstripe reader. Options for both include holsters, wrist lanyards, and battery packs. VSI is a Honeywell dealer and offers the Captuvo at prices ranging from \$270 to \$720 each. The iPod, iPhone, iPad Mini are fully integrated with the SL22, SL42, SL62 Sleds. Each Sled also requires the DryRain browser software at \$99 that is required to enable the units to communicate with RecTrac.

2. Motorola CS3050-SR10007WW with 1D Bluetooth bar code scanner - customers can purchase this unit from VSI or from another source. This unit can be linked to most smart phone devices that support Bluetooth connections.

- 4 Mobile WebTrac provides patron access to select functions using a smart phone mobile browser. Since Mobile WebTrac is browser based, it is device/operating system independent. Functions such as booking a tee time, enrolling in a class, viewing a calendar of events, making a payment, and displaying their pass barcode are a few of the operations that patrons will be able to access on their phone. All patron related functions that are developed for Mobile WebTrac will be available under this one license fee. In summary, Mobile WebTrac encompasses all of the functions that have been developed across all WebTrac modules.

Mobile Hardware Options: any modern smart phone with or without a bar code scanner, depending on the the application.

- 5 WebTrac Agents needed are provided to process WebTrac online transactions. Each Agent can service approximately 20 simultaneous requests.
- 6 VSI uses Progress OpenEdge software to develop and deploy its' software applications, and also embeds the required Progress OpenEdge Enterprise or Workgroup RDBMS (Relational Database Management Software) with its' applications.
- 7 The WebTrac base pricing includes the Standard Brochure Interface with many options from which you can select choices.
- 8 VSI will customize the WebTrac stylesheet to match the appearance of your web site as closely as possible. After you have finalized your WebTrac page specifications, you will be asked to sign an approval form. VSI will provide the stylesheet programming services and then ask you to verify that the results match your specs. If you ask for additional changes following the completion of the initial styling then each major change request is priced at \$750.00. Minor & Seasonal change requests are priced at \$375.00 each.



**Proposal Summary Pricing
VSI Quote Number: 54893**

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on Following Pages

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Prepared For: **Town of Waterford Recreation, Waterford, CT**
Contact Name: **Sally Ritchie**
Contact Email: **sritchie@waterfordct.org**
Approved By: **Terri Colacchio, Sales (terrlic@vermontsystems.com)**

Phone Number: **(860)444-5839**
Fax Number:
Quote Date: **02/22/2016**

9 The Standard Splash Page Option offers a choice of any one of 14 standard splash pages, and they are available on the VSI website for your review. You decide which standard or combination of multiple standards is best for your organization.

The \$500 fee includes VSI support to assist you to implement the template on your site. This typically takes 2-4 hours. Any time over 4 hours due to change requests will be charged at \$100/hour. Any design changes to the standard templates that require custom programming will be charged at \$140/hour.

10 The included expenses are ESTIMATED for airfare, lodging, meals, parking, tolls, and rental vehicle (for non-flying trips, car rental can be more due to tolls and gasoline usage). Actual expenses are billed after each trip. For states with Cashless Tolls, there may be a delay in billing these charges as we sometimes don't get these bills from the car rental companies until weeks after a trip is complete.

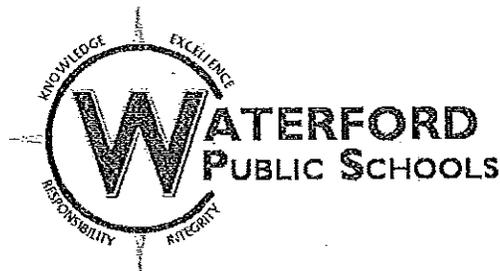
11 Time quoted is estimated. Actual time used will be billed.

12 The VSI ERI (External Redirect Interface) fee applies to any of the credit card vendor options.

13 The specific credit card EMV (Chip and Pin) device delivered depends on the PayTrac solution you select. This line item is used as a placeholder for budgeting purposes. The different devices range in price from \$500-\$750.

Waterford Public Schools

2015-2018 Technology Plan



Philosophy

The Waterford Public School System is committed to the purposeful integration of technology throughout the curriculum. Our shared vision derives from a belief that technology integration is an essential component of curriculum development and instruction.

- Students at the elementary level will develop strong foundational technology skills, cross-application confidence, and a basic understanding of digital citizenship concepts. Through exposure to diverse experiences in technology, students will develop the attitudes and aptitudes necessary to be purposeful consumers and producers of technology and share their knowledge effectively through the use of technology tools.
- Middle School students will build on their elementary experiences. Through exposure to diverse digital learning experiences and purposeful technology integration, students at each grade level will develop proficiency and independence in the use of varied applications. Authentic learning experiences that encourage students to problem solve and develop the skills necessary to be responsible users of technology will be provided. Students will explore the use of technology to interact with a global community.
- High School students will apply the technology skills they have acquired to solve complex problems, innovate, create new content, and collaborate effectively. Students will be confident, ethical, and independent users of users of technology. They will be perseverant problem solvers, communicators, and team players, prepared to succeed in college, career and a global society.

Challenge 1- Developing Computational Thinkers

We must strive to provide:

"...the skills and knowledge students need to learn effectively and live productively in an increasingly global and digital world." ISTE

This goal promotes the use of technology to enhance the educational program for all students, fosters 21st Century Learning Skills, and facilitates the transformation of learning environments. Technology will be leveraged to empower today's learners. Students will become creative contributors to their local and global communities; they will think critically, synthesize information, demonstrate appropriate digital citizenship, and progress from technology consumers to technology producers. Opportunities for productive struggle will be embedded in learning activities.

This goal is designed to address the challenges of an unpredictable and changing world. Our goal is to cultivate digital literacy and empower students to become lifelong learners. As educators, we feel that it is critical for students to have global experiences, become self-directed learners, and participate in activities that promote collaboration and risk-taking in flexible learning spaces.

In connection with Waterford Public Schools' shared technology vision, students will have equitable access to quality technology resources. They will be exposed to emergent technologies in the classroom in an effort to achieve higher levels of learning. Students and teachers will embrace the messiness of learning inherent to technology integration. A project based approach to learning, coupled with a problem solving mindset, will create powerful learning experiences for students in Waterford Public Schools. Opportunities to participate in twenty-first century learning experiences as defined by this goal will facilitate a change in instruction and learning.

Goal 1: Creativity and Innovation

Educational Objective	Strategies for Implementation	Outcomes	Responsible Party	Timeline
1. Expand use of Google Apps for Education (GAFE).	1-1 Teachers and Students will utilize GAFE to collaborate with others (schools, students, teachers, professionals, etc).	1-1 Statistics from the Google console will be used to determine level of usage and collaboration. https://support.google.com/a/answer/4589321?hl=en	IT Department	Additional mobile devices will be added to the educational technology budget for SY16-17
	1-2 The distribution of Google Apps through the GAFE administrative console will be explored in order to maximize the potential of GAFE.	1-2 Establish and share criteria for selecting new Apps.	IT Staff Technology Coordinators Administrative Staff	June 2016
2. Integrate Coding instruction in K-12	2-1 The district will provide opportunities for students to engage in coding activities.	2-1a District wide participation in the hour of coding.	Administration IT Staff Tech Coordinators Teachers	December 2017
		2-1b Use Technology Committee time to identify potential connections in subject area curricula.	Administration Teachers Tech Coordinators	Spring 2017
		2-1c Explore purchasing options for coding equipment K-12 (eg. Bee Bots, Drones, Raspberry Pi, Arduino, Spheros)	Technology Committee Technology Coordinators	Ongoing
3. Provide opportunities for innovative instruction (eg: project-based learning, flipped learning, blended learning, virtual environments, augmented reality, gamification, challenge-based, authentic learning).	3-1 District technology leaders will model and promote the use of innovative technology resources and instructional practices.	3-1a Create baseline data for quantifying the number of innovative projects taking place in each school environment.	Technology Coordinators	June 2016
		3-1b Create baseline data for quantifying the number of innovative technology PD opportunities that are offered.	Technology Coordinators	June 2016

Educational Objective	Strategies for Implementation	Outcomes	Responsible Party	Timeline
4. Explore potential for creation of innovative learning spaces.	4-1 Explore the maker movement with students in all schools.	4-1a Establish process for procurement of supplies / resources for high school makerspace.	Administration Tech Coordinators	June 2017
		4-1b High School Students will collaborate with advisors to develop goals and an action plan for launching a makerspace.	Students Technology Coordinators	June 2018
5. Provide opportunities for meaningful interdisciplinary collaboration amongst colleagues.	5-1 Expand time allocated for collaboration during District Technology Committee meetings.	5-1 Teachers will have at least five hours planning and collaboration during Technology Committee meetings to incubate and perpetuate new ideas.	Technology Coordinators	June 2016
6. Opportunities for students to create, share, and defend original work to multiple audiences will be provided.	6-1 Students will learn a variety of tools and formats for presenting original ideas in the classrooms and computer labs.	6-1 Student surveys will be developed and administered over time to quantify growth in the number and variety of opportunities that students have to publish original works using diverse applications and formats (eg. Classroom Blogs, websites, twitter, glogster, etc).	Technology Coordinators	Annually in February (beginning in Feb 2017)
	6-2 Students will learn age appropriate presentation skills.	6-2 The scope and sequence will clearly identify age appropriate standards for presentation and publication to be implemented at each grade level.	Technology Coordinators Technology Committee	June 2016

Educational Objective	Strategies for Implementation	Outcomes	Responsible Party	Timeline
7. Create opportunities for students to assume technology leadership roles in the classroom.	7-1 Explore feasibility of the IT staff providing training and support for student technology helpers after school.	7-1 Collect baseline data on: student attendance at training sessions and effectiveness of program.	IT Staff	June 2017
	7-2 Create and disseminate a student survey collecting information regarding student interest in technology and soliciting student feedback about district technology.	7-2 Utilize survey data for planning and implementation purposes.	Technology Coordinators	Annually in February (beginning in February 2017)
	7-3 Explore potential for development of Speed Geeking opportunities and Student Technology Helpers.	7-3a Plan discussion groups with students and pilot activities in which students assume technology leadership roles; meeting minutes will be provided.	Administrators Technology Coordinators	June 2018
		7-3b Collect baseline data on: student attendance at meetings and effectiveness of program.	Technology Coordinators	June 2018
8. Explore systems in which Digital Badges are used to acknowledge staff and student learning.	8-1 Develop and pilot a system for tracking achievements and awarding badges as recognition of mastery.	8-1a Explore Digital Badge Systems with District Technology Committee and award badges to committee members for Technology Activities.	Technology Coordinators	June 2017
		8-1b Develop systems to award digital badges to teachers to recognize completion of technology professional development activities.	Technology Coordinators Teachers	June 2017
		8-2 Develop systems to track digital badge distribution that recognizes student mastery of technology concepts, skills, and challenges.	Technology Coordinators Teachers	Fall 2017 (ongoing)

Goal 2 - Research and Information Fluency

Educational Objectives:	Strategies for Implementation	Outcomes	Responsible Party	Timeline (Completion Date)
1. Students at all grade levels will locate, synthesize and communicate age-appropriate information obtained from digital sources.	1-1 Students will be exposed to district's research databases.	1-1 Subscription database analytics will be used to determine the amount of student use.	K-12 Media Center Staff	Ongoing
	1-2 Assignments will be scaffolded to require the use of age-appropriate research strategies (eg. Internet searching, website evaluation, Boolean commands, keywords, etc).	1-2 The Technology Scope and Sequence Students will clearly identify age-appropriate research strategies (eg. Internet Searching, website evaluation, key words, etc).	Technology Coordinators K-12 Media Center Staff	June 2016
	1-3 Students will paraphrase, summarize, and quote from digital sources, as well as differentiate between these skills.	1-3 Students will maximize technology tools to organize and articulate their learning (eg. use of electronic notetaking tools and digital graphic organizers will be expanded).	Technology Coordinators K-12 Media Center Staff	June 2018
2. Students at all levels will provide attribution for sources used in projects (developmentally appropriate information and formats).	2-1 Properly citing sources of information from multiple sources to complete the research process. Students at all grade levels will cite resources at an age-appropriate level.	2-1a Age appropriate citation formats will be developed and distributed to 100% of teachers (eg. use of electronic citation tools will be expanded) 2-1b Age appropriate assessments will be developed to measure student understanding of searching strategies	Technology Coordinators K-12 Language Arts Specialists K-12 Media Center Staff	June 2018

Goal 3 - Communication, Collaboration, and Global Learning

Educational Objectives:	Strategies for Implementation	Outcome	Responsible Party	Timeline
1. Expand opportunities for global and collaborative learning (ex. Skype, Google Hangouts)	1-1 Teachers will engage classes in a variety of online video conferencing opportunities.	1-1 Collect data to demonstrate that classes at each grade level have had opportunities utilize video conferencing software.	Teachers Technology Coordinators	June 2018
	1-2 Utilize collaboration tools (eg. GAFE) to expand the classroom to include students in other classes, schools, towns, etc.	1-2 Collect data to demonstrate that collaboration opportunities have occurred.	Technology Coordinators Teachers	June 2018
2. The potential for Social Media to enhance learning will be explored by administrators and teachers.	2-1 Teachers and Administrators will use social media to promote school activities and communicate messages to students.	2-1 All administrators will have a social media presence or demonstrate increased use of social media to communicate.	Administrators	Ongoing
	2-2 We will leverage the power of social media to provide authentic learning experiences for students (ex. #hashtag).	2-2 Teachers will share successes using social media to provide authentic learning experiences (eg. Faculty Meetings, Tech Committee, PLCs).	Teachers Administrators Tech Committee	Ongoing
	2-3 We will maintain BOE technology policies that support the educational technology goals of the district.	2-3 Technology Committee members will have input into district wide policies.	Technology Committee Members District Administrators	Ongoing
3. Increase opportunities for online collaboration and communication with GAFE (with respect to COPPA) inside and outside of school.	3-1 Students will do peer editing and co-writing through the use of Google Drive to produce collaborative projects.	3-1 Statistics from the Google Consul will be used to determine level of usage and collaboration. https://support.google.com/a/answer/4589321?hl=e	IT Staff	June 2017

Educational Objectives:	Strategies for Implementation	Outcome	Responsible Party	Timeline
<p>4. Expand GAFE into ELEM schools (with respect to COPPA) to introduce opportunities for online collaboration and communication.</p>	<p>4-1 Pilot Google Docs in grade 4 and 5.</p>	<p>4-1a Pilot teachers will share learnings at technology committee.</p>	<p>IT department / Teachers</p>	<p>June 2016</p>
		<p>4-1b All students in grades 4 and 5 in all elementary schools will have access to a personal Google Drive.</p>	<p>Administration</p>	<p>June 2018</p>
	<p>4-2 Explore opportunities for use of GAFE in grades K-3.</p>	<p>4-2 Elementary focus groups will discuss and evaluate feasibility of using GAFE in grades K-3. They will provide a formal recommendation.</p>	<p>Tech Coordinator</p>	<p>June 2018</p>

Goal 4: Digital Citizenship

Cultivate digital literacy in all students by facilitating experiences for students to learn the skills necessary to be critical and effective consumers of digital resources and to understand the impact of their digital footprint.

Educational Objectives:	Strategies for Implementation	Outcomes	Responsible Party	Timeline (Completion Date)
1. Students at all grade levels will be required to learn about their digital rights & responsibilities.	1-1 Students will be exposed to the concepts of Fair Use, Infringement and Public Domain.	1-1 A skills progression will be designed and embedded in Scope and Sequence.	Technology Committee	June 2017
	1-2 Students will understand copyright, including the consequences moral and ethical issues of Digital Law which apply to illegal downloading, plagiarizing.	1-2 Age-appropriate expectations and recommendations will be developed and provided to all curriculum teams for adoption into curricula.	Technology Coordinators Technology Committee	June 2017
2. Expand opportunities for students and teachers to understand and apply concepts related to digital security (eg. privacy, security, and online safety)	2-1 Students and teachers will learn best practices for digital security.	2-1a A skills progression will be designed and embedded in Scope and Sequence.	Technology Coordinators Technology Committee	June 2016
		2-1c Students will be provided opportunities to demonstrate their understanding of Digital Citizenship.	Technology Coordinators / Teachers	June 2017
		2-1c Teachers will be provided opportunities to engage in professional development about Digital Citizenship.	Technology Coordinators	June 2017

Educational Objectives:	Strategies for Implementation	Outcomes	Responsible Party	Timeline (Completion Date)
<p>3. Facilitate opportunities for students to practice digital netiquette and develop healthy digital habits.</p>	<p>3-1 Students be provided opportunities to use digital tools (eg. email, Skype, GAFE, etc) and will be instructed on appropriate netiquette when engaged in using these tools.</p>	<p>3-1a Students will use proper netiquette when using digital tools (eg. email, Skype, GAFE, etc.) as evidenced by teachers and formative assessments.</p>	<p>Teachers</p>	<p>Ongoing</p>
		<p>3-1b Students will demonstrate responsible online behavior in order to develop a positive digital footprint. They will understand the social, emotional, professional and legal ramifications of their online behaviors.</p>	<p>Technology Coordinators Teachers</p>	<p>June 2017</p>

Goal 5: Technology Operations & Concepts

Educational Objectives:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
1. All students K-12 will receive basic skills and application instruction in a planned, equitable, and consistent manner.	1-1 Develop a scope and sequence.	1-1 A comprehensive technology skills Scope and Sequence will be developed for grades K-12	Technology Coordinators Technology Committee	June 2016
	1-2 Develop cross application confidence, including district-wide, universal protocols for common procedures (e.g., "save as.")	1-2 Consistent vocabulary and expectations for common procedures will be developed and distributed.	Technology Coordinator Technology Committee	June 2016
	1-3 Basic technology skills instruction will be embedded in into all content-area curricula.	1-3a Instruction will be based on Scope and Sequence as a guide to developing appropriate technology skills.	Technology Coordinators Technology Committee	Ongoing
		1-3b The technology Scope and Sequence will be shared with teachers to familiarize them with K-12 technology expectations (ex. Faculty meetings or PLC time).	Technology Coordinators Technology Committee Administrators	Fall 2017
2. Students will employ basic troubleshooting skills.	2-1 Students will be familiar with function of basic computer components and vocabulary.	2-1a A comprehensive technology skills Scope and Sequence outlining technology operations and concepts will be developed for grades K-12	Technology Coordinators Technology Committee	June 2016
		2-1b Consistent vocabulary and expectations for common procedures will be developed and distributed.	Technology Coordinators Technology Committee	June 2017

		2-1c Basic troubleshooting strategies will align with skills delineated in the Scope and Sequence	Computer Lab Managers Teachers	Fall 2017 (ongoing)
		2-1d The technology scope and sequence will be shared with teachers to familiarize them with K-12 technology expectations.	Technology Coordinators Administrators	Fall 2017

Challenge 2: Facilitate Change Through Professional Growth and Leadership

“When teachers succeed, students succeed” *Waterford Professional Learning and Evaluation Plan*

We must strive to promote:

“...an environment of professional learning and innovation that empowers educators to enhance student learning through the infusion of contemporary technologies and digital resources.” ISTE

Waterford schools strive to provide an engaging, rigorous, and relevant educational technology experiences for all students. To accomplish this goal, every member of the school community will contribute to the creation of a digital age learning culture that promotes powerful and purposeful technology integration. In order to perpetuate this culture of learning in an ever-changing environment, the district will provide opportunities for members to engage in continuous professional growth and development.

The professional development model will drive change and build local capacity. The district is invested in cultivating teacher leaders who will model and teach appropriate technology use. We will catalyze their enthusiasm and expertise to engage other members of the school community in utilizing technology. Instructional time will be allocated to explore resources, innovative practices, and technologies. Teachers will be encouraged to engage in activities such as Personal Learning Networks, professional conferences, and PLCs.

Goal: Create an environment of professional learning and innovation.

Educational Objectives:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
1. Technology will be included in school and district goals	1-1 Administrators will emphasize importance of Teachers working with Coaches to integrate technology	1-1a Time for technology professional development will be allocated (eg. staff meetings, PLC, team time, PD days, etc.)	Administrators	June 2018
		1-1b Teachers will actively participate in all technology integration lessons with the goal of transfer of ownership of knowledge.		

Educational Objectives:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
	1-2 Emphasize importance of technology standards (ongoing discussions about tech integration/instruction, faculty meetings, PLC)	1-2 Technology standards will be embedded into the collaborative planning sessions of the District Technology Committee.	Technology Coordinators	Ongoing
	1-3 Emphasize the importance of technology becoming part of the evaluation process / tied to teacher goals.	1-3 This will be discussed with administration and technology committee.	Technology Coordinators / Assistant Superintendent	Ongoing
3. Facilitate opportunities for teacher risk taking and innovation by providing access to appropriate Professional Development Opportunities	3-1 Targeted PD for ISTE standards integration and SAMR model will be provided for teachers on a planned and ongoing basis.	3-1 District Administrative staff will provide opportunities for Tech PD on Staff Development Days or PLC times.	Technology Coordinators Administration	Ongoing
	3-2 Create a learning environment that is safe and supportive of the risk-taking associated with learning new technology skills.	3-2a Technology coordinators will provide a variety of learning opportunities for teachers that address the unique needs, skill levels, and learning styles of teachers (see 5-2)	Technology Coordinators	June 2018
		3-2b Identify District Technology Leaders through Digital Badges.	Technology Coordinators	June 2017
		3-2c Ed Camps will be implemented district wide.	Technology Coordinators Administrators	June 2017

Educational Objectives:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
4. Social Media and Personal Learning Networks (PLNs) will be used to enhance professional learning	4-1 Members of the school community will use social media (ie Twitter, Facebook, Listservs, Blogs to engage in professional sharing, learning, and growth.	4-1 Survey data over time will quantify growth in the number of teachers utilizing some form of social media to facilitate their personal learning and professional growth.	Technology Coordinators	June 2018
5. Administrators will model use of digital age tools to deliver professional development.	5-1 Administrators will share innovative strategies for professional development.	5-1 All administrators will employ at least one innovative strategy to provide professional development for teachers	Administrators	Ongoing
	5-2 District Technology Coordinators will work to deliver professional development in innovative ways.	5-2 Professional Development is personalized and differentiated through the use of technology.	Technology Coordinators District Tech Committee	June 2018

Challenge 3: Amplify learning through cultivation of responsive infrastructure

Technology in education is dynamic and evolving. The Waterford IT department promotes the educational mission and business functions of the Waterford Public Schools by providing cutting edge technology resources in a robust and stable network environment. Further, they seek to provide equitable access to technology for all members of the school community. In pursuit of this goal, the IT Director works with technology staff and administrators to identify software and hardware resources that will enrich and extend the academic program, while streamlining administrative tasks. Software purchases/licenses related to *Network Security & Operations*, *Business Functions*, and *Curriculum* are reviewed annually. Based on identified district goals, priorities, and licensing requirements, the IT Director will budget for software purchase, maintenance, or renewals annually.

The District will continue to provide effective network infrastructure through a systematic and planned program of maintenance and purchasing. The Waterford IT Department supports a \$5,000,000 investment in equipment. Technology equipment will be upgraded in an ongoing manner. When making decisions about technology resource acquisition, factors such as equity, best practice, security requirements, and academic programming will be considered. The IT department will take advantage of opportunities to extend the life of computing devices when appropriate. In addition, equipment life cycles have been studied and defined in order to most effectively plan for equipment upgrade, deployment, and replacement (example: Desktop computer lifespan = 6 years). The IT department will continue to apply criteria for the identification, piloting and evaluation of new resources.

In order to perpetuate the continued growth and improvement of our technology infrastructure, it is critical that the IT staff be supported through ongoing opportunities for training and through support from experts when complex or specialized problems must be addressed.

Educational Goals:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
1. Increase bandwidth to schools throughout the district.	1-1 Deploy 10G Fiber between Main Data Center at BOE Office and school buildings (QH, OSW, GN, CLMS, WHS)	1-1 There will be increased network speeds across the district in support of anywhere, anytime learning.	IT Director IT Department	June 2018

Educational Goals:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
	1-2 Upgrade switch infrastructure to facilitate 10G fiber upgrade between buildings	1-2 Wireless infrastructure at elementary schools will be robust and support the increased number and variety of wireless devices in use at the school	IT Director IT Department	July 2016
	1-3 Deploy 10G fiber between data closets within each school building.	1-3 Fiber will be deployed	IT Director IT Department	WHS Clark Lane 2018 Elem Schools ongoing
	1-4 Maintain Wide Area Network	1-4 Annual Budgeting, monitoring and updating as necessary (ex. telephones, TV, security)	IT Director	Ongoing
2. Provide robust wireless infrastructure in all WPS buildings to facilitate use of mobile devices for instructional purposes.	2-1 Update wireless infrastructure at Elementary Schools. Replace Wireless controller, access points, and increase saturation and performance.	2-1 Wireless will be upgraded	IT Director IT Department	Dec 2017
3. The District will expand use of innovative practices and emergent technologies to enrich the educational program.	3-1 The IT department will deploy technologies and resources that have been proven to be effective in district pilots.	3-1 Deployment of the following technologies will be expanded: Virtual Desktops iPads Chromebooks	IT Director IT Department	Virtual Desktops @GN AUG 2016 ChromeBook rollout to elementary schools SEP 2017
4 Operating systems and productivity software will be consistent and up to date throughout the district.	4-1 Updates, maintenance and proper licensing of all network management operations and security software (Network Operating Software)	4-1 Maintain the safe, secure and reliable environment.	IT Director IT Department	Aug 2016

Educational Goals:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
	4-2 Updates, maintenance and proper licensing of all school system / business functions software (School System Software)(ex. Power School, Aesop, Applitracks)	4-2 Leverage software for efficiency and management of school operations	IT Director IT Department	Aug 2016
	4-3 Updates, maintenance and proper licensing of all academic software (Curriculum Software)(ex. BrainPop, Discovery, WorldBook)	4-3 Support the K-12 academic program	IT Director IT Department	Ongoing
5 Maintain appropriate network security in accordance with State Laws/regs/COPPA, CIPA and the educational mission of WPS	5-1 Filtering and Firewall infrastructure will be maintained in accordance with law and WPS BOE policies and procedures.	5-1 Install Implement systems that will improve the safety related to online collaboration.	Inventory Manager IT Department	Transition to new CIPA based filter system August 2016
	5-2 Filtering and firewall settings will facilitate the educational mission of the district.	5-2 Students are protected while having access to important educational materials	IT Director IT Department Inventory Manager	Ongoing
6. Maintain a Safe, Robust, Reliable Network infrastructure.	6-1 Continuously evaluate Network infrastructure and assess availability and suitability of resources available to the Waterford Public Schools learning community.	6-1 An updated, detailed, infrastructure inventory will be maintained	Administrators IT Director Tech Coordinators IT Staff	Ongoing
	6-2 Budget requests for infrastructure upgrades as needed.	6-2 Annual Budget Request	Administrators IT Director Tech Coordinators IT Staff	Ongoing

Educational Goals:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
	6-3 Replace virtual servers as they become obsolete.	6-3a Replace VMware Enterprise Server (Stores Majority of Virtual Servers)	IT Director	July 2016
		6-3b Replace Virtual Desktop Server	IT Director	July 2018
7. Pilot emergent technologies and provide technology infrastructure to support current educational trends and mandates.	7-1 Provide software and personnel to meet district reporting data management requirements.	7-1 The District will be able to access and analyze appropriate data for decision-making.	IT Staff IT Director	IT Dept restructure AUG 2016 Software Ongoing
	7-2 Provide budgetary support for piloting technology devices/resources that facilitate learning anywhere, any time.	7-3 Budget requests will include requests for pilots of technology devices and resources as appropriate	Administrators IT Director Tech Coordinators IT Staff	Ongoing
8. Maintain support for specialized services as needed.	8-1 Maintain budgetary support through annual budgeting process.	8-1 District will have access to specialized expertise in emergent situations (telephones, network security etc.)	IT Director	Ongoing
		8-2 Increase network reliability and uptime.	IT Director	Ongoing
		8-3 District will continue to order replacement parts as needed.	IT Director IT Staff	Ongoing
	8-2 Maintain contracts with specialized support outfits.	8-2 Contracts will be reviewed and updated annually.	IT Director	Annually

Educational Goals:	Strategies for Implementation	Outcomes	Responsible Party	Timeline
9. The district will provide effective infrastructure through a systematic and planned program of maintenance and purchasing.	9-1 Adhere to district standards and protocols for core system replacement.	9-1a DVR server and camera system will be optimized to maintain a secure environment	IT Director IT Staff	Annually
		9-1b Interactive learning platforms will be updated to meet the needs of the learning environment. (Promethean Boards, Projectors, audio sound fields)	IT Director IT Staff	Phase 1 July 2017 Phase 2 July 2018
		9-1c Replacement of CLMS TV Studio	IT Director IT Staff	July 2017
	9-2 Adhere to district standards and protocols for device replacement.	9-2a Replace and update equipment that is at the end of lifecycle at individual schools (ex. Desktops- 6 year replacement; Laptops - 6 Yr replacement; Chromebooks- 4 yr)	IT Director IT Staff	Annually

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Gail Miller

From: Maryanna Stevens
Sent: Monday, February 01, 2016 6:42 PM
To: Gail Miller
Subject: FW: Committee Assignments

From: Joyce Cumming
Sent: Monday, February 01, 2016 4:30 PM
To: Maryanna Stevens
Subject: Committee Assignments

At the January 28th Board of Education meeting, Mr. Craig Merriman was appointed to the Information Technology Committee. Also, Mr. Kevin Brunelle was re-appointed to the Retirement Commission. I will follow up with a written memo regarding these appointments but wanted to make you aware since it's already February.

In the meantime, here is the contact information for both Craig Merriman and Kevin Brunelle.

Craig Merriman, 21 Louise Street, Waterford, CT 06385 crmerriman@sbcglobal.net 860-444-2909
Kevin Brunelle, 53 Pepperbox Road, Waterford, CT 06385 kjbrunelle@sbcglobal.net 860-444-6000

Many thanks,

Joyce Cumming

Joyce Cumming
Admin. Asst. to Supt.
Waterford Public Schools
Waterford, CT 06385
860-444-5852 tel
860-444-5870 fax
jcumming@waterfordschools.org