

Natick Information Systems Advisory Board
Meeting Minutes – May 17, 2023
Virtual Meeting held via Zoom – remote participation

ATTENDEES

NISAB: Hank Szretter, Todd Gillenwater, Larry Drolet

Town Government:

Municipal IS Department: Andre Tamay

School IS Department: Dennis Roche

Concerned Citizens: Randy Brewer, Natick Pegasus

AGENDA DISCUSSIONS

- Quorum: Three Board members present at 4:45 PM start.

- Minutes of previous meetings – Approved 3-0

School IS Director's Report – Dennis Roche update

1. Summer Projects

a. Copier Refreshes

Wilson Middle School (12)

Kennedy Middle School (5)

Lilja Elementary (1)

Natick High School (2)

b. PreK & Elementary Schools

i. Followup meetings based on equipment refresh last summer

ii. Classroom count changing from 110 to 108 for next school year.

iii. AppleTVs (Prek - Grade 4)

c. Bandwidth Upgrade - June

d. NHS Core Router Replacement - July

e. Teacher Laptop OS Updates - Throughout the Summer

2. Collaborative Projects with the Town

a. Phone Project

- i. Participating in weekly planning calls with the vendor and Town IT**
- ii. Migration will be building by building starting with Town buildings.**
- iii. Four digit dialing will be impacted once the process begins until the project is fully complete.**
- iv. Town Hall will be the first building cutover. Current plan is to start this process the last week in June.**

b. Facilities Rental System

- i. Participating in weekly calls with the vendor, facilities, and school rental coordinator.**
- ii. We will start with the High School and Town Hall to test out our workflows and process are correct.**
- iii. Anticipated go live time is mid June.**

c. Merger Data Teams

- i. Merging two school based data teams into one team.**
 - 1. One group provides daily support and federal and state reporting for our Power School SIS, Data Privacy vetting of new applications.**
 - 2. Second group is our Data Quality and Control Team that does all our IT procurement, inventory controls, annual report, budget oversight, system admin for various systems, and all third party integrations.**
 - 3. Hiring new Data Manager to manage this combine group.**

The long term plan and vision is this group will support both the School's PowerSchool SIS, the Town's Munis Financial System and all other related systems town wide.

Information Technology Director Report & Web site discussion:

•IT Manager position has been advertised and we are hoping to fill the position soon.

- a. Interviews are currently being conducted.

•Harbor Cloud Elevate Cloud phone system upgrade - Configuration, and deployment schedules to be finalized in the month of May.

a. Weekly meeting with Project Manager and IT teams (Town and School) occurring.

Configuration has started start in Q2, with implementation and physical deployment to be scheduled over the summer.

•Cyber Incident Response plan (CRIP) project underway.

a. Next steps review current draft of CIRP.

b. Perform tabletop exercise.

•Review SaaS and other applications currently in use to determine if SSO is viable and enable MFA (if possible).

Citizen's Concerns:

Concerns of members of the Board:

Next Meeting of the Board: TBD

Meeting Adjourned at 5:20PM