

**Natick Information Systems Advisory Board
Meeting Minutes – September 20, 2023
Virtual Meeting held via Zoom – remote participation**

ATTENDEES

NISAB: Hank Szretter, Todd Gillenwater, Larry Drolet, Adam Johnson, Kevin Cullinane

Town Government: Jon Marshall

Municipal IS Department:

School IS Department: Dennis Roche

Concerned Citizens: Randy Brewer, Natick Pegasus

AGENDA DISCUSSIONS

- Quorum: Five Board members present

- Minutes of previous meetings – Approved 5-0-0

School IS Director's Report – Dennis Roche update

1. School Summer Projects

- a. Copier Refreshes - Complete
 - Wilson Middle School (12)
 - Kennedy Middle School (5)
 - Lilja Elementary (1)
 - Natick High School (2)

- b. PreK & Elementary Schools - Complete
 - 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 (1 Gb to 3 GB) - Complete
- d. NHS Core Router Replace – Complete- 40% of cost rebated via ERate.
- e. Teacher Laptop OS Updates - Ongoing
- f. Created Incident Response Plan - Reviewed with cabinet team and educating Technology Team on its implementation.

2. Collaborative Projects with the Town

a. Facilities Rental System - Complete

b. Phone Project

i. Town Buildings:

All town buildings completed this summer and early fall with the exception of two fire stations that are not on the current ShoreTel phone system. These sites that will require network infrastructure (cabling & switches) to get them on the new Elevate System.

ii. Plan for Schools - Tentative schedule is to convert schools during the school breaks in February, April and June.

c. BenHem HVAC Grant Project - Created and submitted Cyber Plan required by DOE.

d. 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. Hired Data Analyst rather than a Data Manager in the short term so we can focus more on cross training of staff.

Information Technology Director Report & Web site discussion:

Deputy Town Manager Jon Marshall discussed the status of the IT Director search.

Citizen's Concerns:

Concerns of members of the Board:

Next Meeting of the Board: TBD

Meeting Adjourned at 5:05PM