

**Glenbrook District 225
Technology Committee Minutes – October 17, 2017
Communications Meeting**

Members Present: Ahmed, Gravel, Kim, Manly, Ptak, Riggle, Shein, Williamson

Members Absent: Bretag, Fagel, Finan, Glowacki

The meeting was called to order at 7:38 a.m.

Introduction of the Technology Services Leadership Team

Dr. Gravel introduced Mr. Zia Ahmed and Mr. Ryan Manly, the new Technology Services Managers and congratulated them both. This announcement was applauded by the attendees.

Review of FY2018 Technology Services Initiatives

a) Relocation of the Data Center

Dr. Gravel gave a brief history of the Data Center in the basement of 1835 Landwehr Rd. in Glenview where the District Office was once located. Over the summer months of 2017, the Data Center was relocated to the third floor of 3801 W. Lake Ave. in Glenview where the District Office is currently located.

Mr. Ahmed explained how the Data Center's relocation was a remarkable team effort that was accomplished while the core services remained up and running. Specifically, Internet access remained available for all Consortium members during the entire relocation process. This is a true demonstration of the successful redundant network design we have in place.

Mr. Ahmed stated that the new Data Center has a proximity lock and a camera on the ceiling of the room, and both devices record all activity for enhanced security of this District's servers.

b) Antenna Replacement and Update of the WGBK-FM Broadcast Equipment

After a brief description of the history of WGBK-FM Radio, Dr. Gravel explained that the operating equipment was historically stored in the basement of the CPA at Glenbrook North High School. The equipment has now been relocated to the first floor outside of the music room. Over the course of time, the outside antenna suffered damage due to the outdoor elements and it was determined that the entire antenna needed to be replaced in order to continue to broadcast successfully. This project coincided with the replacement of the entire CPA roof. An engineering consultant, who has worked with WGBK-FM since the station's inception, was able to restructure how everything is organized and also completed new wiring and engineering grids. This project was successfully co-managed by Mr. Ahmed and Mr. Manly.

c) Workstation Replacement Cycle

Each year we take an opportunity to look at the needs of our classrooms and staff members to identify a replacement cycle. Most of the technology workstations used by students and staff are on a five year rotation. Mr. Manly stated that we replaced fewer computers this year than we usually replace due to large purchases made in prior years. This year we also purchased a small supply of computers and implemented a repair/swap pool for staff members who may have difficulty with their computer. We don't want to leave anyone without a computer, so we take the bad computer and give them one from the swap pool resulting in little to no down-time. Additionally, each building has a check-out cart with five computers of each platform; five Chromebooks, five Lenovo Yogas and five MacBook Air Computers for teachers, instructional assistants or substitutes who may need a temporary device.

Review of the Recent Technology Initiatives

Dr. Gravel made reference to a spreadsheet in the agenda packets representing past initiatives, challenges and projects implemented and completed since July of 2015.

Timeline for Developing a Request for Proposal

a) Printer and Multifunction Device Hardware

Dr. Gravel explained the importance of students, faculty and staff members having the ability to print and produce physical content in a variety of ways. Looking at the challenges we have experienced over the years, we are trying to develop an RFP process that will give companies an opportunity to submit proposals regarding print services and offer great solutions for us based upon our needs for today. In our environment, there are three different agreements or actions that are taking place as we go through this process. One is the identification of the physical equipment; the printers and copiers that would replace our current fleet based upon our needs. The second element is in consideration of having these devices for five years, we will need supplies and a service that can fix the equipment when it breaks; a maintenance agreement. The third element is a labor contract.

b) Printer and Multifunction Service and Support

Dr. Ptak stated we have 84 multifunctional devices that do all of our copying, printing and scanning throughout our buildings. An area we definitely want to look at is the secure print function where one can send a document to print from a computer, then walk up to any copier, wave an ID badge and release the print job securely. We are going to look at various options for printer and multifunction service and support.

c) Managed Print Center Personnel

In reference to the previously-mentioned labor contract, Dr. Ptak shared the fact that we have four individuals outsourced to Xerox for the last ten years (three in the print shop and one courier) with no personnel turnover. In addition to the printers and multifunction devices in the departments, staff members can bring larger print jobs to the Print Shop or email the jobs directly to the Print Shop personnel. Both print shops produce approximately 10,000,000 copies per year which averages approximately 40,000 copies per day. The departments average approximately 8,000,000 copies. In the print shops, about 65 to 70 percent of the volume is produced from Glenbrook South where the balance is produced from Glenbrook North. We are currently working with Xerox in an effort to bring our costs down.

Review of Electronic Board Packet Options

A brief discussion regarding the availability of electronic board packets, in lieu of the paper packets, was offered to the attendees by Dr. Williamson. It was decided to add this option to the October 23, 2017 Board agenda for further discussion.

Other Topics

No other topics were discussed.

Adjournment

Dr. Gravel thanked the attendees for their time.

The meeting was adjourned at 9:15am.