GLENBROOK HIGH SCHOOL DISTRICT 225

TECHNOLOGY COMMITTEE MINUTES

Åpril 17, 2017 7:30 AM – 9:19 AM

Administration Building - Public Meeting Room 100B

Members Present: Bretag, Gravel, Hanley, Kim, Riggle, Williamson

Also Present: Ahmed, Manley, Muir

Members Absent: Fagel, Finan, Shein

Agenda Item #1: Call to Order

A regular meeting of the Finance Committee was held at the Glenbrook High School District 225 District Office on April 17, 2017. The meeting convened at 7:30 AM.

Agenda Item #2: Proposed FY2018 Instructional Innovation & Technology Services Budget

Dr. Gravel opened the meeting by sharing with the committee the FY2018 budgets that are scheduled to be presented at the upcoming regular Board of Education meeting on April 24, 2017. He summarized the total budget amounts ($441,570 for the Instructional Innovation budget, $1,648,228 for the Technology Services Budget) and the combined personnel budget which includes FTE of 24.1. Overall, from the FY2016 and FY2017 the district will see a $16,702 decrease in the operating expenses of the total of the two budgets, (excluding personnel). Dr. Gravel briefly described the function of each department, and the historical budget review process that has been followed. The Technology Services budget includes the maintaining of the District's network, hardware, database applications, desktop and mobile devices, software & device deployment and overall service and support for all technology users within the district. The Instructional Innovation budget includes expenses related to the professional development of teachers and staff, improvements to learning spaces and research initiatives.

Dr. Gravel transitioned to a review of the Technology Services budget, focusing on the overall variances in budget line items. The first item discussed was the software license agreement accounts that has increased by $300,728. Of this amount, Dr. Gravel explained that $239,000

was transferred from the Instructional Innovation budget; $17,346 from the Business Services budget; and $20,000 from the Public Relations Budget. A separate increase of $24,092 was also built into the budget to accommodate a software license renewal for the District's antivirus software. The committee discussed the software budget variance, and recommended that the memo be revised to provide additional detail regarding the increase, including a review of the budget reclassifications and a top 10 software license expenses chart. Next. Dr. Gravel reviewed the proposed initiatives identified for the 2017-2018 school year.

a. **Workstation Replacement Cycle:** This year's workstation replacement cycle is estimated to cost $39,150 for staff workstations and $85,400 for student workstations. Mr. Manly explained that this year's budget includes additional devices for the District's loaner and repair pool, and subject-specific student lab replacements. He explained that the devices will be replaced with the District's standardized models that complement our existing inventory, which will allow the technology services team to incorporate efficiencies in our device deployment and management process.

b. **WGBK-FM Broadcast Equipment Refresh:** Dr. Gravel explained that the district operates an FM radio station that serves both Glenview and Northbrook. The station's airtime is shared between GBN and GBS and provides students the opportunity to create and share original programming content. Recently the antenna, located on the roof of the GBN CPA, has deteriorated requires replacement. The current antenna was installed in 1999 and has exceeded its life expectancy. The station is unable to broadcast at full power because the antenna is not operating at full capacity. At the same time, Dr. Gravel explained that the GBN CPA roof is scheduled to be replaced this summer, which would make this an ideal time to not only replace the antenna (located on the GBN CPA roof), but to also relocate the transmission equipment from the pit area of the CPA to a nearby networking closet in the band hallway of GBN. The estimated cost of the entire project is $25,000.

c. **Elimination of the Data Center at Glenbrook Off Campus:** Mr. Ahmed shared that the network team, over a period of time, has transferred the majority of the equipment from the data center located in the basement of the Off-Campus facility, to both the Glenbrook North and South data centers. The remaining pieces of equipment are scheduled to be relocated to the District Administration Building, prior to the installation of new boilers in the Off-Campus facility this summer. The estimated cost is $75,000, (significantly lower than the original estimated cost of $265,000). The substantial difference in cost was due to the network teams ability to move the majority of the equipment to available space at both schools' data centers, as well as the ability to use the district's existing

generator to provide electricity to the equipment in the event of a power outage.

After a review of the Technology Services budget, Mr. Bretag shared with the committee that the Instructional Innovation budget for FY2018 shows an overall decrease of $51,930. This represents a decrease in some software licensing agreements, professional development and contractual services. The greatest expense is $110,000 identified for the upgrading of various A/V projects in the schools and $200,000 earmarked for learning spaces (5 - 6 classrooms).

Agenda Item #3: Review of Northfield Township Technology Consortium Shared Services Agreement

Dr. Gravel described to the committee that the district is part of a shared services intergovernmental agreement with Northbrook School District 27, Northbrook School District 28, Northbrook / Glenview School District 30, as well as the Village of Northbrook, the Northbrook Public Library and Northbrook Park District. These entities, along with the district, utilize a fiber ring provided by the Village of Northbrook to share internet bandwidth to achieve cost savings. By being part of this consortium the various governmental agencies enjoy low cost technology services through a federally funded program through the FCC, called E-rate. E-rate allows the consortium to enjoy a 40% discount on technology services, which is passed on to eligible entities. For the upcoming fiscal year, Dr. Gravel explained that the total monthly outlay will be $17,307, which will result in a minor 2 cent increase per megabit for consortium members.

Agenda Item #4: Website Initiative Preview

Mr. Bretag shared an early preview of the district's new website. He explained that the main objectives of the new website is that calendars should be as robust as possible and there should be easy access. With input from teachers and other staff members, as well as discussions with area school districts, the new Glenbrook District website will center around a search feature called Hawk Search. Hawk Search is described as an intuitive search structure that builds on what the searcher is looking for, and is the primary focus of the website, while navigation (or the traditional search bar) will be the secondary property of the website. The new website will also feature a mobile version.

Agenda Item #5: Other

No other business was discussed.

Agenda Item #6: Adjournment

The meeting adjourned at 9:19 AM.

The next Technology Committee Meeting will be selected in consultation with the committee members.