

# TEP technology in education partnership of western Mass.

## Meeting Notes

October 3, 2007

### *Introduction – New TEP Director*

David Greenberg, formerly Director of Program Development at the Mohawk Trail Regional School District (and, slightly more formerly, Director of Technology for same) is the new Director of TEP. Having been a member of the group for many years, David has an understanding of the issues facing TEP and will do his best to lead the organization in the coming year.

### *Chairperson – Do we have one?*

Gary Bunker has agreed to be the Chairman of TEP for the '07 - 08 year.

### *New Meeting Date*

It was agreed that TEP would meet for the remainder of this calendar year on the 3rd Wednesday of the month. However, we will have a meeting of the districts/schools involved in the TD3 grant on October 24<sup>th</sup>.

### *Immediate priorities*

1. Prepare job posting for DW Specialist  
**ACTION:** David will prepare a job description and review with Carol and Marty. Jeff will forward a recent comparable job description. Marty will talk to Connie at DOE. Marty will send a letter to the 15 grant participants and let them know we got the grant and that we are hiring a DW person.
2. **ACTION:** Determine new dues structure and decide on dues for this year. David will talk to Erica about this for background and propose a new fee structure for discussion at November meeting.
3. **ACTION:** Determine status of software licenses. David will talk to Erica and assemble information on contract time frames, what we have, etc. for presentation at November meeting. We will need to discuss a policy for a school or district that wants to terminate a contract before it is finished. There is interest in Adobe software and TurnItIn.
4. **ACTION:** Quotes for Internet service for E-rate applications. David will invite Matt Crocker to November meeting and look into other vendors.
5. Look into forming collaborative – Yes, but not a priority
6. **ACTION:** David will update web site with new AUP and grant info.

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7. ACTION: David will explore bringing in a speaker to discuss document retention policies

## *Discussion*

**Document Retention** - Scott talked a little about document retention practices. Apparently, E-discovery for a trial happens between the judge and attorneys at a meeting before the trial begins. Having a good policy in place is paramount. What is required in various trials to date has been all over the map. Linda Hammel is lawyer for state IT group. We can ask her if she has a template for K12 policy. Also, new identity theft law goes into effect in February. Who do you have to notify if you have a breach and what do you have to do is part of this law. Also data destruction definitions goes into effect Feb., 2008. MGL - Ch. 82, Acts of 2007. Does DOE have any policy on data retention?

**Grants and Purchasing** - There was a general discussion on grants and economies of scale with regard to procurement of hardware and software. Where does HEC get grants from? Does Lower Pioneer Valley group purchase hardware? software?

**Membership** - There was a general consensus that it would be good to get more members to meetings. People do want to grow the organization. Perhaps we can use the new DW grant to draw people in. Meetings should have a focus; this will help get people to meetings. Come up with suggestions for focused meetings. Get names of tech coordinators of these districts.

Next Meeting: October 24, 2007