

Minutes March 6, 2008

8:30 - 8:40 Announcements

1. Testified and sent letter for broadband bill; mentioned in Republican, article in S.F. Independent
2. TEP brochures sent to all western Mass school districts who are not members; started call-backs, Ware -NO, Hatfield - maybe
3. Moodle site is up – (www.tep-wm.org/moodle) working on intro. course
4. Free filtering from OpenDNS (See attachment)
5. Adobe s/w: discounted through MassCUE CLP. Tell me what you want. However, ASAP, now owned by Dell, is cheaper according to Bill. ASAP contact: **Dell - ASAP Account Team at 800.248.2727**
6. Update on grant: David O. has talked to most people and some ideas for reports being put together. David is starting to produce reports. More productive by end of month. Marty is working on PD piece; talked to Jeff C. and he recommended people from CT. Damon Douglas, part time at HEC, is marketing data warehouse training? How to spend \$25K in training money.

8:40 – 9:00 Other business

Upcoming events:

1. NSF grant – Need letters of support.
ACTION: Send sample support letter and request for teachers. - David
2. Microsoft visit in April – What do we want to discuss?
 - a. Pros and cons of leasing software vs. buying outright.
 - b. Microsoft Alliance?
 - c. TechNet available through consortium? How does it work?
 - d. Updates in the program. Bring free stuff.**ACTION: Write to Darrell with our ideas for discussion. - David**

What other benefits can we offer members?

1. Video conference training and services for teachers? Portable unit in collaboration with HEC? YES, Kim F. is very interested in virtual field trips. Time Warner cable offers free 3MB down, better than T1 up. Grant money to develop our own on-line courses?
ACTION: Send out info. on Time-Warner cable. - Gary
ACTION: Look into grant money for course development. - David
2. Web site hosting and training using Joomla CMS? There is interest.
ACTION: Prepare a Joomla demo.- David

3. Tech Fair in late spring with Mass. DET/ Franklin County Regional Employment Board?
(We could make money at this if we are clever)

ACTION: Talk to Gary Howe (DET) about it. Report back. - David

9:00– 9:30 Data Retention

Draft Policy (Attached)

New documents available on web site

New info. from Florida; I will review and post

ACTION: Next draft with Florida stuff included. - David

ACTION: Policy for data retention. Mass. Assn. of Sch. Comm. Glenn Coucher. - David

9:30 – 10:30 Presentation – Sharon Grover-Renda from MEC on email archiving solutions

MEC has been working with its members on this for some time. They worked with Springfield Public Schools to figure out how to provide email archiving. MEC has users groups meetings and did one on E-archiving. Legal counsel was there too.

1. Can we get this without MEC connectivity? Yes
2. Works best if getting email from MEC. They will archive all email for 7 years. Costs extra money doing a search (\$250/hr). Email archiving is *not* E-rateable.
3. How are school committee members exchanging information? They should use school email addresses. Seven years of retaining is required. Usually given 10 days to find the data if it is asked for in discovery. (NB: I question this; I think you have more time than that.) Policy is required.
4. Sample policies from MEC schools? Sharon can forward me sample policy.
ACTION: Get sample policy from Sharon - David
5. Sharon said that for many districts, putting together a policy and figuring out what data was available and where and how it was being saved was a good opportunity to clean house.
6. Annual cost is based on accounts, and non-recurring fee for discovery (\$250./ hr).(NB: I've seen rates of \$1,000/hr, so this isn't bad.) Retrieve by keyword search, name, date, subject, etc. Usually is very fast. Can pass on costs to people asking for data. How old does data have to be before we can charge this kind of money? Should be stated in policy.
7. Multiple year contracts? YES. Sharon offered 10% off for one year for TEP members.
8. MEC has considered opening up the backend so that customers can do their own search and retrieve. Then schools wouldn't have to do duplicate backups.
ACTION: Where is email filtered for SPAM? Call Sharon to find out. - David
ACTION: What kind of media is used? Call Sharon to find out. - David
9. ITT37 will be the new OSD state contract. RFP not out yet for vendors though. MEC will be part of that contract for archiving.
10. If mail hosted with MEC, Spam deleted, all other email archived. For MS Exchange, takes two weeks to test out and then mail is redirected to MEC. Offered for FirstClass too. Sharon will check on Novell.

ACTION: Archiving with Novell? Call Sharon to find out. - David

Next Meeting: Thursday, April 3, 2008, Location TBA