

LITCHFIELD PUBLIC SCHOOLS
BOARD OF EDUCATION MINUTES
March 25, 2021

Regular Meeting
Facilities and Technology Committee

- I. Call to Order The Facilities and Technology Committee meeting, held remotely was called to order at 5:00 p.m. by Mr. Shuhi.

Members present: Mr. Shuhi, Chair, Mr. Clock, and Ms. Stone. Also present: Mr. Leone, Superintendent, Mr. Terzian, Board Chair, Mr. Sattazahn, Chief Operating Officer, Mrs. Terry, Technology Manager LPS & RSD6, and Mrs. Hodges, Administrative Assistant, District Liaison, LPS & RSD6.

- II. Approval of Minutes

a. Review the minutes of the regular meeting of February 25, 2021

Ms. Stone made a motion to approve the minutes of the regular meeting of February 25, 2021. Mr. Shuhi seconded the motion. Mr. Clock abstained. The motion passes.

- III. Communications

None

- IV. Public Participation

None

- V. Old Business

None

- VI. New Business

a. IT Ticket Data

Mr. Leone reviewed the IT Ticket Data from August 3, 2020 through March 16, 2021 by Staff, Students, Parents/Guardian/Other and by Category. Of note, 75% of all tickets were submitted from Staff and a little over 70% by Category were for Tech Support. After discussion, it was agreed, Mrs. Terry and her team will conduct further analysis of the ticket data to determine if there are opportunities to reduce the number of support requests by either improving technology, such as replacing outdated operating systems, or provide additional professional development training for staff. This information will be discussed at the next meeting in April.

b. IT Security Executive Summary

Mrs. Terry reviewed the Executive Summary of the IT Security Audit conducted by *Whittlesey PC* on behalf of Litchfield Public Schools. The overall cyber risk rating for LPS is High – 9.0. Some general findings identified were a high click rate of phishing test, missing or out of date anti-virus, anti-spyware on devices, and other multiple network vulnerabilities and system architecture findings. Next steps are to create an Action Plan on how the district will address these vulnerabilities.

c. Technology Policy Review Process

Mr. Leone complimented Mrs. Terry on her work of creating a revised technology policy that would be recommended for adoption by both districts. Mr. Leone shared the policy documents and inquired if the committee members would like to review technology policies prior to going to the Policy Committee for their review and action. Discussion ensued. It was determined policies relating to facilities and technology would be reviewed by this committee whether in tandem or prior the Policy Committee's review. In this specific case, the committee will review these documents and provide feedback to Mr. Leone or Mr. Shuhi prior to the upcoming Policy Committee meeting in April.

d. Advance Capital Work

Mr. Leone reviewed the Capital Projects – Summer 2021 list commenting he will ask Mr. Sattazahn to begin the bidding process for these projects and also request Mrs. Terry to do so on the IT side. The Capital Projects – Summer 2021 list will go before the full Board for approval in April.

VII. Future Agenda Items

Future agenda items include a review of Information Technology (IT) Department including job descriptions and further analysis of the IT ticket data.

VIII. Adjournment There being no further business to come before this committee, **Mr. Terzian made a motion to adjourn. Ms. Stone seconded the motion. The motion passes unanimously.** The meeting adjourned at 5:37 p.m.

Respectfully submitted,
Christine Escobar
Secretary, pro-tem