BRANT HALDIMAND NORFOLK
Catholic District School Board

Minutes

Communications and Technology Advisory Committee
Tuesday, June 23, 2015 – 3:30 p.m.
Boardroom

Present: Tracey Austin, Cliff Casey, Bill Chopp, Norm Cicci, Brian Englefield, Tom Grice, Carol Luciani, Bonnie McKinnon, Rick Petrella, Chris Roehrig, Michelle Shypula, Linda Luciani (Recording Secretary)

Regrets: Dan Dignard (Chair)

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1.   Opening Prayer
Rick Petrella opened the meeting with prayer.

2.   Approval of the Agenda
Moved by: Carol Luciani
Seconded by: Cliff Casey
THAT the Communications and Technology Advisory Committee approves the agenda of June 23, 2015.
Carried

3.   Approval of the Minutes
Moved by: Cliff Casey
Seconded by: Bill Chopp
THAT the Communications and Technology Advisory Committee approves the minutes of April 13, 2015.
Carried

4.   Declaration of Conflict of Interest – Nil

5.   Business Arising from the Minutes – Nil

6.   Information Items

6.1   Revised Terms of Reference
Trustee Petrella reviewed the proposed changes to the Terms of Reference for the Communications and Technology Advisory Committee. Committee members were in agreement with the changes.

Moved by: Bill Chopp
Seconded by: Carol Luciani
THAT the Communications and Technology Advisory Committee approves the revised Terms of Reference.
Carried

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6.2   Discussion & Presentation: Information Technology Operational Plan
Norm Cicci reviewed the various components of the three-year Information Technology (IT) Operational Plan, which included:

<u>Wireless Learning Environments</u>
- Bring Your Own Device (BYOD)
    - Phase #1 of BYOD will be in Assumption College School, Brantford; Holy Family, Paris; Our Lady of Providence, Brantford, St. Basil, Brantford; St. Patrick, Brantford; St. Patrick's, Caledonia and St. Stephen's, Cayuga.
    - Some concern was raised that schools in the Norfolk region did not show an interest in this initiative, despite the fact that all schools were given an opportunity to apply.
    - Committee members were concerned about the security of the Board's network, filters, infrastructure, programs, potential viruses, etc. with allowing students to bring their own device to school as well as the IT Department's plans to mitigate these threats.
    - Committee members asked that a meeting be scheduled to have a technical conversation about network architecture and security in general.
    - Some concern was raised about equity and the "have and have not" schools in our system. Chris Roehrig assured trustees that in Phases 2 and 3 of this initiative, organizers will ensure that classes and schools are not excluded.
    - All policies and procedures regarding this initiative have been vetted through the Board's lawyer.

<u>Board Portal</u>
- The Board Portal is a host for employee demographics, vacation and attendance, pay stubs, benefits, training and qualifications, mileage, lieu time, etc.
- Trustees were concerned about security of the portal, procedures to mitigate risk and response times should a breach occur.

<u>Upgrading Learning Spaces</u>

<u>Providing Learning Opportunities beyond the Physical Classroom</u>
- Office 365 was chosen over Google Docs as the path to the interactive directory is more straightforward. Since the Board is already using Office 365, they did not want to use two platforms.

<u>Managing Student and Board Administrative Data</u>
- Users no longer need multiple logins and information is no longer in silos so that it can be easily manipulated for reporting purposes.
- Some concern was raised as to where the data is stored (perhaps an off-site data storage / disaster recovery site), the life cycle of storage and the costs to replicate this data.

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Technology to Support Innovation and Special Projects
- An approval process has been established so that devices can be supported by all parties, i.e., curriculum, IT, school, etc.). As there is usually a budget element to these projects, Administration is now aware of how the project will be funded and how it will be utilized in the future.
- Committee members wondered if a formal follow-up process should be established to evaluate the effectiveness of the initiative, the impact on learning, etc.
- Once again, trustees expressed some concern regarding equity and the "have and have not" schools in our system.

Evidence Informed Decision Making
- Approximately $178,000 was spent to buy devices for the Technology Enabled Learning Fund equipment, which were distributed to the schools.
- Committee members asked that the BYOD Ministry report be brought to the next meeting, which outlines the scope, etc. of the project.

Discussions will continue at the next meeting of the Committee with the Promoting Safe, Effective and Appropriate Use through Governance and Policy of the IT Operational Plan.

6.3   **Discussion & Presentation: Technology Footprint** – to be discussed at the next Committee Meeting.

6.4   **Discussion & Presentation: Technology and Learn Fund – Goals and Impact** – to be discussed at the next Committee Meeting.

6.5   **Discussion: Communications Department Report, including Board Twitter Process** – to be discussed at the next Committee Meeting.

6.6   **Discussion & Presentation: Cloud Technology** – to be discussed at the next Committee Meeting.

7.   **Trustee Inquiries** – Nil.

8.   **Move to In-Camera Session** – n/a

9.   **Report on the In-Camera Session** – n/a

10.   **Adjournment**
   Moved by: Carol Luciani
   Seconded by: Cliff Casey
   THAT the Communications and Technology Advisory Committee adjourns the meeting of June 23, 2015.
   Carried