

## **Minutes/Summary of the Technology Subcommittee**

**Tuesday, February 18 2015**

**Superintendent's Conference Room**

**Those in attendance were Dr. Yan Sun, Mr. Clark Smith, Mr. Michael Fain, Mr. Victor Babson(IT director of EG school department), and Ms.Wendy Schmidle (Information Technology Manager of EG)**

**7:30 – 9:00am**

**The main purpose of the meeting is to discuss the options for recording school committee meetings.**

**Wendy introduced the document management system currently used by the town, and discussed the opportunity of collaboration between SC and the town. Clark, Michael and Dr. Sun asked questions to better understand this option and cost associated with it. Victor provided inputs on the estimated equipment cost based on online search and his past experiences.**

**This option is summarized as follows.**

**- The town is currently using the Laserfiche (LF) document management system. There would be no initial cost for the School Dept. at this point. (LF has an annual \$7,000 maintenance fee)**

**- This year, there is a discussion on whether to purchase the meeting agenda and minutes management system (Novus Agenda). This system can be integrated with the current LF system. If implemented, the meeting minutes, as well as the backup documents related to agenda items, become easily accessible and searchable. The cost of**

**Novus Agenda is \$6,000 per year. There is a free 90 day trial.**

**- The Novus agenda also has an add-on video service. Wendy is going to find out the cost of this service.**

**Dr. Sun summarized this option for recording SC meetings as follows.**

**Option 1: agenda and meeting minute management + video component add-on + capability of integrating with the digital document management (town has already purchased it, we need to share the annual support cost, Prerequisite: change some of the procedures)**

**Estimated Cost:**

**A percentage of \$6,000 per year for Novus Agenda (free 90 day trial)**

**A percentage of \$7,000 FL annual maintenance fee**

**Equipment Cost: \$2,500 encoder + camera(s) + microphones etc.**

**Someone who will physically operate the system.**

**Clark and Dr. Sun shared the information they have collected from another vendor: SoniClear. Dr. Sun summarized this option as follows.**

**Option 2: SoniClear**

**Audio –**

- **Voice tracker Array Microphone \$395**
- **Area: noisy environment (20 feet), library environment (bigger range)**

#### **Video –**

- **Basic kit: \$2,500, including basic camera, software.**
- **Encoder (merge audio and video): around \$500**

#### **Service fee**

- **\$1800 x 0.25 = \$450 per year**
- **License can be shared. It has a USB key.**
- **The second license costs a few hundred dollar.**

#### **Others**

- **Must be a windows system**
- **\$150 for one-hour training**
- **Laptop (do we have extra laptops for this purpose?)**
- **Video hosting: Youtube or \$25 per month at Wistia**

**Estimated Cost: \$3,500 equipment + laptop PC + \$500 annual service fee + someone who will physically operate the system and upload the video.**

**Everyone recognized that Option 2 is a very basic service. The technology is kind of out of date. The video/audio quality of the SoniClear solution will not be very good.**

**Meeting is adjourned at 9am.**