

Gardner: Waterford Street School  
Working Group  
June 5, 2019, 9:30 am – 11:30 pm

## Agenda

### Information Technology Process and Initial Planning (9:30 – 10:30)

1. Please see attached list of questions

### FF&E Equipment & Room Assignments (10:30 – 11:30)

(Those that need to leave are welcome to do so. This portion of the meeting may be more detail oriented.)

1. FF&E Equipment
  - o Equipment requests and how to fill out the excel spreadsheet that has been distributed
2. Room Assignments
  - o SPED room assignments
  - o Administration room assignments
  - o Which of the Small Group Rooms (SGRs) are "owned" by a teacher (and which teacher)?
  - o Which of the classrooms will have a co-teacher?
  - o Office for the Nurse Leader?

## MEETING PREP

### **Gardner: Waterford Street School**

Information Technology Questions – in prep for:

June 5, 2019, 9:30 am – 11:00 am

Superintendent's Conference Room, Waterford Street

Please see the list of questions below. There is no need to answer all of them – or have access to the specifics. The goal is to capture standards, preferences, and needs with regards to specific technologies within the context of the project. This is only to get the wheels turning and the discussion going regarding district IT needs and goals – and how those will impact the project.

- **Student Devices:**
  - How are student devices currently managed?
  - Is there an objective for the project in terms of device that should be deployed per student?
  - Is there a current standard in terms of student devices? iPad, Chromebook, or something else?
  - If Chromebook, what are the preferred manufacturer and model numbers currently?
  - Do student devices go home with them, or stay in the classroom?
  - MCAS testing and IT – how best to address those needs?
  
- **Charging Carts / Cabinets:**
  - Are charging carts and/or cabinets to be used for storage, charging, synching?
  - Preferred manufacturer and model number of any standards for cabinets and/or carts?
  - If cabinets are used are they wall mounted or table top?
  - Are carts intended to be stored in closets or in rooms, or under counters?
  
- **Teacher / Admin devices:**
  - What are the standards for teacher and administrative computing devices?
  - Preferred manufacturer and model number of teacher and administrative devices?
  
- **Desktop Computers?**
  - Is there any need for a computer lab? As part of the Media Center / Library?
  - Are desktop computers used in classrooms? Library? Administrative Offices? Other locations?
  - Preferred manufacturer and model number of desktop computers?
  - Standards with regard to laptop and/or desktop processors, memory, storage, screen size, type, etc.?
  - Needed for MCAS testing?

- **Printers:**
  - Large printer/copier manufacturer and model number? Leased or purchased?
  - Approximate quantity for the new school?
  - To be located in Admin – or better to be located *away* from Admin?
  - Are small to medium desktop laser printers used? Color lasers used? Where are they used and what are the preferred manufacturer and model numbers?
  
- **Classroom IT:**
  - Are there standards in the district for instructional visual display systems, I.e., classroom projection systems, flat panels, interactive projectors, interactive flat panels?
  - Are document cameras used in classrooms? If so, is there a preference for manufacturer and model number?
  - Do you have experience with using Speech Reinforcement systems in classrooms? If so, do you have any standards for this technology?
  
- **District IT:**
  - How will the school connect with the other schools in the area with regards to networks, internet connectivity, telephone system and services, security systems, intercom/mass notification, etc.
  - Will the school act independently from the other schools for any of these services, or, be tied into a larger district wide system?
  - Are the High School and Middle school connected by fiber?
  - Will fiber optic cable connections between the new school and the High School or Middle School be required?
  - Are there any proprietary systems, where standards are required to be maintained? I.e. for cabling components, paging/intercom system; security access control, intrusion detection, and video surveillance, telephone and voice mail system, network switches, wireless access points, Building Management Systems, etc?
  - Is a visitor management system deployed at any of the schools?
  - What is the standard for cafeteria point of sale equipment? Is this equipment leased or owned?
  
- **Vendors:**
  - Preferred vendors for the procurement of student/teacher/administrative computer and printer resources?
  - Are there preferred vendors for audio visual equipment and services?
  
- **Are there other systems or technologies that have not been discussed that should be made part of this discussion?**