

NEWFOUND AREA SCHOOL DISTRICT  
TECHNOLOGY COUNCIL MEETING  
May 4, 2009 5:00 PM  
NMMS

In attendance: Daniel Rossner, Kristin Paterson, Eric Chase, Nancy Mills, Josh Mulloy, Dennis Murphy, Patti Bartlett, Clay Dingman, Sandra Heaney, Vincent Paul Migliore, Kristin Patterson, Todd Westfall

Daniel Rosser called the meeting to order at 5:00 pm

Salute to the Flag

Motion by Kristin, second by Eric to approve the minutes of 2/2/09. *11 -0-1 Motion Passed.*

New Business

Background provided to all in attendance by Dan on the IT departmental reorganization. Talk about the changes in staffing levels as well as the personnel currently in the roles. Review of School Board directive from meeting for IT Council to review Job Descriptions and make a recommendation to the Board.

Todd spoke of an e-book, "Building a Successful IT Organization" from MDE Enterprises. He stressed the need for a comprehensive analysis of departmental needs from the perspective of safety measures, fail safe planning, etc. A general discussion ensued about the concept of Advancing or maintaining the District IT needs by the department in the new structure. Clay sought to explore if real needs considered for the development of the Job Descriptions or were existing responsibilities reallocated. Dan explained that the later was the process. Remarks made on the timeframe and additional requirements of the assessment being recommended.

Additional discussion by group as to the nature of the work being handled, and the qualifications of the persons currently in the department. Reiteration of the need for emergency planning and stop gap planning. Vincent proposed and the group concurred on some wording changes for the "more senior" position.

A motion was made by Todd Westfall, second by Clay Dingman to accept the Job Descriptions as amended. *12-0-0 Motion Passed. Revised Descriptions are attached hereto.*

The Tech Council then directed the Chair in his capacity as Business Administrator to provide a written recommendation to the Board in addition to the new Job Descriptions. To be provided in memo form as follows:

*The Technology Council urges the School Board to direct the SAU and IT staff to engage in the following activities:*

1. *Within 180 days complete an internal needs and skills assessment which will be reviewed and commented on by the Tech Council prior to submission to the School Board.*
2. *With Board approval, allocate appropriate dollars (Suggested starting point \$10,000) to provide for external resources as necessary.*
3. *Complete a more thorough salary analysis to ensure adequate rates are established for Technology Staff and aid in staff retention.*

A discussion of the implications and perceptions of various titles was held.

A motion was made by Clay Dingman, second by Patti Bartlett to title the positions:

- Senior Network and Database Specialist
- Systems Specialist
- Technology Support Specialist

*12-0-0 Motion Passed*

Technology Council requested that Dan initiate communication with other Business Administrators of School Districts in central New Hampshire prior to the School Board meeting of May 11<sup>th</sup>, and develop some additional relevant background on IT salaries. The picture to be developed should include staff count of department, salaries, benefits, and student population. Dan agreed to endeavor in this regard and report back to council on same.

The next meeting of the Council was set for Monday, June 1 at 5:00 pm.

Motion to adjourn at 6:45 pm.

## JOB DESCRIPTION

Position:	<b>Senior Network &amp; Database Specialist</b>
Work location:	District-Wide
Hours:	Year Round
Supervisor:	Technology Director
Evaluation:	Annual
Salary:	Range \$TBD

**Job Goal:** The Senior Network & Database Specialist is responsible for the development, operation, and maintenance of District databases, as well as for the implementation and evaluation of District data related software and initiatives.

### Required Qualifications:

- A minimum of a Bachelor's degree in computer information systems or similar field and at least ten or more years of computer related experience.
- Knowledge and experience in developing database solutions.
- Knowledge and experience in implementation and support of a variety of software applications including open source.
- Experience in designing web applications.
- Experience with Linux, Mac, and Windows operating systems.

### Preferred Qualifications:

- Master's degree
- Knowledge of data needs in a school setting.
- Knowledge and experience supporting a Student Information System (SIS), Educational software, and Financial Management software.
- Experience with ETL, MySQL, PHP, Java, Javascript, and Linux scripting.
- Ability to rapidly conform large datasets to various data dictionaries.
- Experience with Business Intelligence development and maintenance.
- Certifications in appropriate areas (CMDEV, CMDBA, ZCE, etc.)

### Performance Responsibilities:

- Be the primary resource and provide support for: Student Information System, Unifund Financial System, Nutrikid's POS lunch system, NWEA MAP testing, and a variety of District databases.
- Diagnose and resolve problems.
- Provide training and documentation to personnel for supported solutions.
- Track the maintenance/repair contracts associated with software and databases. Evaluate consolidation & replacement of same.
- Establish, maintain, and implement procedures for data and server backup and contingency plans.
- Maintain, install, and upgrade client software for related programs.
- Assume responsibility for and facilitate reporting of data to the state and to other parties as needed or required by the District.
- Develop and implement procedures for use of databases and other data related programs.
- Establish and maintain standards for data entry.
- Manage the preparation of budget projections related to supplies and equipment needed for District hardware and software.
- Maintain, update, and repair Linux, Mac and Windows servers housing data systems.
- Contribute to the District Technology Plan, to include long term planning for District hardware and software needs.
- Articulate and prioritize technical needs to the District administrative team.
- Keep current on instructional technologies and attend professional conferences and workshops.
- Chair the Technology Committee.
- Determine and prioritize data needs of the District. Recommend, design and implement solutions.
- Perform other technology-related duties the Technology Director may deem necessary.

## JOB DESCRIPTION

Position:	<b>Systems Specialist</b>
Work location:	District-Wide
Hours:	Year Round
Supervisor:	Technology Director
Evaluation:	Annual
Salary:	Range \$TBD

**Job Goal:** The Systems Specialist is responsible for design, installation and support of the District's computer systems. The systems administrator will maintain network and desktop hardware and software, analyze problems, and monitor networks to ensure their availability to system users.

### **Required Qualifications:**

- A minimum of an A.S. degree in computer engineering/computer information systems and at least two years of network experience or four years of network job experience.
- Knowledge of and experience designing, installing, maintaining, and upgrading LANs, WANs, and Internet hardware and software.
- Knowledge of and experience with multi-platform environments running Linux, Mac and Windows Servers.
- Strong problem solving, analytical, and communication skills.

### **Preferred Qualifications:**

- Technical experience in a school setting.
- Bachelor's degree.
- Certification in appropriate areas (LPIC, Network+, CCNA, ACSA, MCSE, etc.)

### **Performance Responsibilities:**

- Configure, maintain, update, and repair District file servers, software, network connections, switches, routers, firewalls and other network appliances.
- Monitor associated log files.
- Create, maintain, and update all user accounts, including but not limited to email and server accounts.
- Provide some desktop, software, and hardware support for users in conjunction with Computer Support Specialist.
- Configure new computer technology with Support Specialist during low usage time periods.
- Employ strategies to minimize desktop support by centralizing and standardizing using server technology resources.
- Provide guidance to the Technology Director on network-related hardware and software purchases.
- Ensure critical District systems are secure and stable through the use of virus protection, surge protection, and other appropriate means.
- Work with technology staff to ensure that computer inventories are kept accurate and up to date.
- Remain "on-call" during work hours to handle network related emergencies.
- Establish and maintain working relationships with vendors who provide network connectivity for the District.
- Contribute to the District Technology Plan, to include long term planning for District hardware and software needs.
- Assist with the preparation of budget projections related to supplies and equipment needed for District hardware and software.
- Devise and coordinate a schedule of routine hardware and system software maintenance.
- Oversee monitoring of District network usage in accordance with the Acceptable Use of Information and Communication Technologies Policies (Students, Staff, and Board Members).
- Keep current on instructional technologies and attend professional conferences and workshops.
- Perform other technology-related duties the Technology Director may deem necessary.

## **JOB DESCRIPTION**

Position: **Technology Support Specialist**  
Work location: District-Wide  
Hours: Year Round  
Supervisor: Technology Director  
Evaluation: Annual  
Salary: Range \$TBD

**Job Goal:** The Technology Support Specialist performs data entry and provides technical assistance to district staff to include troubleshooting and interpretation of problems.

### **Required Qualifications:**

- A minimum of one year of computer job experience or equivalent experience.
- High level of interpersonal skills, ability to work cooperatively towards a common solution.
- Strong problem solving, analytical, and communication skills.
- Experience in multiple operating platforms environment.

### **Preferred Qualifications:**

- Associates degree.
- Technical experience in a school setting.
- Experience with Windows, Mac, & Linux operating systems.
- Willing to work on certification in appropriate areas (A+, UCP, Linux+, ACSP, etc.)

### **Performance Responsibilities:**

- Responsible for data entry as directed by the Senior Network & Database Specialist.
- Process updates and maintain database of District technology work orders.
- Update database of District hardware and software.
- Assist Systems Specialist with installation, troubleshooting and support of district hardware & software.
- Provide basic technical support for District staff.
- Assist with procurement activities as deemed necessary for department.
- Perform other technology-related duties the Technology Director may deem necessary.