STATE OF CONNECTICUT · COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET · P. O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

SHARED SERVICES COMMISSION

MEETING MINUTES

April 29, 2008

MEMBERS PRESENT: Clayton Bannock, Ann Harford, Dale Roberson and Joe Wehr

MEMBER ABSENT: Dennis Milanovich

OTHERS PRESENT: Anthony Littizzio, BOE Director of Business Services

1. CALL TO ORDER:

Vice Chairman Clayton Bannock called the meeting to order at 7:43 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

2. CITIZENS FORUM: No comments.

3. APPROVAL OF MINUTES: March 18, 2008

MOVED (HARFORD) SECONDED (ROBERSON) AND PASSED TO APPROVE THE SHARED SERVICES COMMISSION MEETING MINUTES OF MARCH 18, 2008 WITH THE FOLLOWING CORRECTION: PAGE 2, FIRST PARAGRAPH, CHANGE MR. CLAYTON TO MR. BANNOCK.

4. DISCUSSION REGARDING SHARED SERVICES

Mr. Bannock stated that he met with Tony Littizzio prior to this meeting to review the summary documentation for the School's Information Technology data. He briefly reviewed the document with the members and asked Mr. Littizzio to give a copy to Mr. Collins to proof for accuracy.

The Shared Services Commission is still waiting for the Finance Officer to submit the Town's Information Technology section. They will send a reminder. Mr. Bannock suggested that they ask the Public Works Director to submit the building and grounds maintenance data for submission at the June meeting.

5. ADJOURNMENT

MOTION (ROBERSON) SECONDED (WEHR) AND PASSED TO ADJOURN THE MEETING AT 8:12 PM.

Respectfully submitted,

Marie Sauve

Marie Sauve
Recording Secretary

Ellington Public Schools – Department of Information Technology

Overview:

The Board of Education Information Technology (IT) infrastructure consists of approximately xxx workstations, xx servers, xx printers and xxx users across xxx locations.

Role:

Developing, maintaining, and improving technologies, providing technical support, and working with administrators, school technology consultants, and technology coordinators, providing network support and integrating various student databases to maintain a single point of entry system. Working with other staff to reach the district goals and objectives related to technology to support the Ellington Public Schools.

Typical activities:

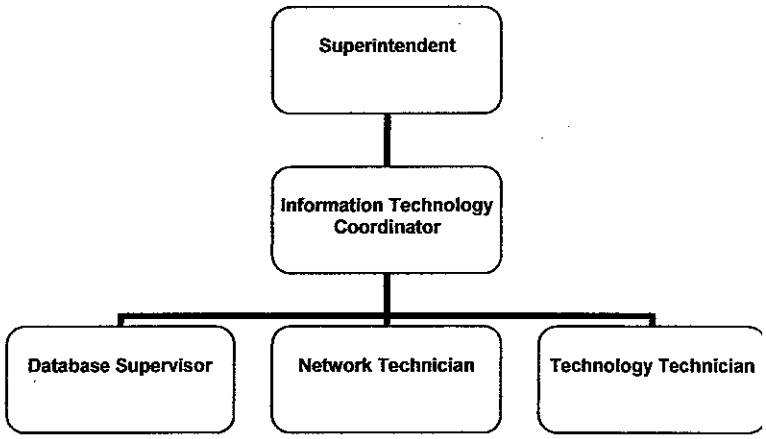
Helpdesk work-orders
Managing spam firewall
Managing server backups
Network monitoring / System checks
Maintenance / Upgrades of servers
Maintenance / Upgrades of workstations
Software installs / Upgrades
Supporting student / Administrative software
General troubleshooting / Problem solving
Updating Website

Major Suppliers: 06-07 Spend: $173K

Ergonomic Group
Cooperative Systems
Rediker
CDWG
AT&T
Bibliomation
ePlus Technology
Performance Pathways
CCV Software
ASAP Software

CREC
PEPPIMP?
CONSORTIUM
BUYING

Organization Chart:



Expenses total: $148K (Chart below represents 80% of total value)

Description	Cost, $
Program Supplies K-12	$33,527
Technology Equipment Repair	$25,000
Basic Supplies K-12	$20,938
Internet Connections	$13,864
Bibliomation Annual Support	$11,900
Rediker Annual Support	$8,371
TechPaths Annual Support	$7,113

Areas to be evaluated:

1) Shared Technical Support
   a) The Board of Education....

2) Shared Purchasing of Supplies, Hardware, and Software
   a) The Board of Education budget for hardware, software and supplies.....recognizing that there are several BOE unique products that would not be improved by leveraging town purchases

3) Shared Inventory and Asset Management.
   a) The Board of Education .....

Shared Technical Support

Recommendation	
Ease of Implementation	
Potential Barriers	
Impact on Efficiency (reduces redundancy)	
Impact on Quality of Service	
Positive	
Negative	
Impact on Cost	
Cost of Implementation	
Staffing Impact	

Shared Purchasing of Supplies, Hardware, and Software

Recommendation	
Ease of Implementation	
Potential Barriers	
Impact on Efficiency (reduces redundancy)	
Impact on Quality of Service	
Positive	
Negative	
Impact on Cost	
Cost of Implementation	
Staffing Impact	

CURRENT SOLUTION
ALTERNATIVES

Shared Inventory and Asset Management

Recommendation	
Ease of Implementation	
Potential Barriers	
Impact on Efficiency (reduces redundancy)	
Impact on Quality of Service	
Positive	
Negative	
Impact on Cost	
Cost of Implementation	
Staffing Impact	