Information Systems Advisory Board Meeting
June 13, 2000
Minutes

The minutes of the May 9th meeting were approved as submitted and will be posted on the web site.

I.   OLD BUSINESS

A. TOWN UPDATE
   Beth reported that the Town has been occupied with the following:

   1. Outsource Payroll

   The Town of Westwood is looking into outsourcing their payroll.

   2. Web page Updates

   The town Web page continues to be updated. New information is always solicited.

   3. Council on Aging

   Six computers have been setup at the Council on Aging. Town residents can utilize these computers to access the internet.

   4. Town Bills

   The cycle of tax,sewer and motor vehicle bills continues, with the responsibility and control at the departmental level.

   5. Web Base E-Mail

   Beth Ahern is currently researching the possibilities of having a Web Based E-Mail system. This E-Mail system would allow town employees to access their E-Mail from any computer with Internet Access. The advantage for some users could be home access without additional IS resources.

   6. ISAB August Meeting

   There will <u>not</u> be an ISAB meeting for the month of August. The next meeting will be July 11th at 7:30pm at Town Hall.

B. SCHOOLS UPDATE
    Beth reported the following updates for the School:

   1. Scheduling

   The majority of the scheduling for students in the High School for the school year 2000-2001 has been completed. Currently the guidance department is adjusting schedules for any students that have conflicts.

   2. Department of Education

   Kevin Dolan in the I.S. department is currently working on validating and processing 35 more data elements for the state Department of Education.

   3. Starbase Software Demonstration

   Beth Ahern and John Burton attended a software demonstration on Special Education software that could potentially interface with the Century Starbase system. Three vendors presented a demonstration on a special education plan. The first software package showed the most current development towards the Massachusetts curriculum frameworks and new DOE and IEP requirements. The second package presented uses a pen that

captures student data. This data can then be automatically downloaded from the pen into the database. The third package was a Web based package that teachers could access from their home computers. This package seemed to be the most cost effective ($10/student) and easy to use. The Quincy, Cambridge, Natick and Brockton school districts also attended this demonstration.

4. *Bus Routing Software*

   Beth Ahern and Donna McClellan attended a bus routing software demonstration in Chelsea. This package would interface with the Arcview GIS package we are currently using. They will continue to research other alternatives.

5. *Massachusetts Users Group*

   Kevin Dolan from the I.S. Department attended the monthly Massachusetts Users Group meeting in Quincy.

C. GIS UPDATE

1. *GIS Training*

   The GIS department held training classes for beginners, intermediate and advanced users. Beth announced that fifteen departments have been trained in GIS.

2. *GIS Planning Seminar*

   Beth Ahern and Donna McClellan attended a GIS Planning Seminar in Boxboro.

D. New Members

1. *Chris Gerais*

   Chris Gerais, a future resident of Westwood, attended the ISAB meeting. He was interested in the progress being made regarding high speed internet access coming into the town.

II. **NEW BUSINESS**
III. **OTHER BUSINESS –** *none reported.*
IV. **PUBLIC & PRESS**
V. **ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.

Next meeting July 11, 2000 at 7:30pm, Selectmen's Meeting Room, Town Hall.

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