



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Information Services

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## M E M O R A N D U M

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Date: November 22, 2017  
To: KPBSD Board of Education  
From: Eric Soderquist, Director of Information Services *ES*  
RE: Polycom Update – Live Stream and Worksession  
Recording Discussion

### Background

The KPBSD Information Services department has completed installation and testing of the Polycom Videoconference equipment in the KPBSD Borough Administration Assembly Chambers. This memo serves as a status update and request for direction on next steps.

The current School Board meetings stream live over the web using an aging audio-only system. The Polycom system as designed replaces this system, in addition to providing enhanced functionality.

### Live Stream

Information Services recommends replacing the existing audio-only live stream with a live stream provided by the Polycom system, starting with the February 5, 2018 meeting.

Prior to the February 5<sup>th</sup> meeting, the existing “Live Board Meeting” page on the KPBSD Website (<http://www.kpbsd.k12.ak.us/board.aspx?id=17950>) would switch to display live video and audio of the board meeting provided from the Polycom platform.

The existing audio-only system is challenging to use on mobile devices or certain Apple products. The new Polycom system is compatible across devices, and will dramatically improve the availability of the live stream.

### Worksession Recording

Information Services staff have explored the requirements necessary to record worksessions. Based on testing, the primary concern with recording worksessions is the quality of audio. The

Polycom system as designed captures audio from the integrated sound system that exists in the Assembly Chambers. When seated in the center of the Assembly Chambers without the use of the existing sound system microphones, poor audio quality is captured on the recording.

Two options are available for improving the audio quality to acceptable levels for purposes of recording worksessions:

**Utilize Existing Microphones at Dais** – leverage the existing audio and microphone system by sitting at the dais during worksessions. All necessary equipment is in place to utilize the Polycom equipment for worksession recording with a move to the dais.

**Purchase Wireless Microphones for Existing Seating Practice** – continue the practice of sitting in the center of the Assembly Chambers during worksessions, but purchase additional microphone equipment to place on tables to improve audio quality. Cost estimates are not yet available.

### **Next Steps**

Additional discussion is warranted on how to proceed if worksession recording is enacted.

Please consider a worksession during the January 15, 2018 meeting to discuss both the launch of the live audio and video stream as well as worksession recording topics.