

ELPS Technology Committee Meeting Minutes

October 16, 2014

4:15 PM High School Hub Facility

Attending: Jodi Spicer, Tyler Morkin, Tim Volovsek, Kali Root, Lauren Collier, Rob Voigt, Lauren Anderson, Kathy Kowalski

1. Introductions
2. Minutes from last Meeting; key points:
 - a. Minutes are Informational Items in BOE packet and also presented to the District administration.
 - b. Basic phone service was Phase 1 of VOIP, Phase 2 is to be discussed on agenda item 5.
 - c. We sync'd our work order database with the network directory and folks now receive emails when they submit work orders and when there is action on those work orders.
 - d. Still working on shared drives for the students.
 - e. Working on press release for the TechSmith video.
 - f. Have communicated concern about metal keys to Rich Pugh and there will be discussion in the near future to discuss possibilities of electronic access system.
3. Update on surplus hardware
 - a. A total of three semi trailers were loaded and delivered to Friedlein Industries for scrapping.
 - b. Scrap included CRT monitors, large tubed TV's, old paging system hardware, old phone system and phones, outdated PC's, outdated AV hardware.
 - c. An inventory of the remaining surplus will be prepared and presented to the BOE prior to listing for sale. Need to communicate with staff prior to sale so they have fair opportunity to review the hardware being sold.
 - d. Hardware is posted for two weeks; first come, first serve.
4. Classroom AV project update
 - a. Every classroom should have a working projector and sound system by weeks end.
 - b. Projectors for the MMS music rooms are on order. Temp older projectors are in use until they arrive.
 - c. One classroom adjacent to the upstairs MMS project room will receive an iTeach cart as soon as the order is complete and the cart arrives.
 - d. MOSS is assembling a punch list of items to complete prior to close out.
 - e. Secant, ELPS reps, and a MOSS rep will walk through every room during the close out.
 - f. The GC art room is under construction and the AV is subsequently delayed.
5. VOIP project update
 - a. 911 is functioning and the next step is enhanced 911, which allows for targeted 911 call location, down to the room number. This requires substantial configuration.

- b. Spoke with Secant about Phase 2 of the VOIP, (enabling additional features) and the most productive tool appears to be Jabber. This software provides for client chat, video calling, desktop share among other communication tools.
6. Wireless situation update
- a. Delays in having the laptops online were related to necessary troubleshooting steps and believing that we 'had it' over and again.
 - b. All building carts will be functioning by the end of next week.
 - c. Some wireless AP's are not functioning in MMS.
 - d. One AP in Glencairn may not be functioning properly.
7. Library Update - (Kathy Kowalski)
- a. ELPS now has one librarian per building.
 - b. Department communication is beginning to funnel through the libraries.
 - c. Three of the librarians are new to their position this year.
 - d. Patience is asked as they learn their positions.
 - e. Mobile device carts have online calendars now. Scheduling will be done this way moving forward.
 - f. Department will be publishing one newsletter a month on the 15th. This newsletter will contain resources, tips, information related to the department and district technology.
8. TRIG PD update
- a. ELPS purchased mobile devices through SPOT which qualified the District for free PD through the vendor.
 - b. ELPS ranked in the Tier 5, amounting to 4 online course seats or one 45 minute webinar.
 - c. More information to come
9. Requests for funding (HS Vernier and HS calculators)
- a. HS science dept has requested Vernier hardware and the math department has requested graphing calculators.
 - b. Tech Committee needs to identify a means to evaluate what to fund with the bond and what to not fund.
 - c. Christian will have a budget and remaining fund report available asap along with necessary expenditures, bond use restrictions and the end date for using bond funds.
 - d. Consideration for a grant-style funding process.
10. Roundtable
- a. ELEF grant is currently open, applications are due by the end of the week.
 - b. The District needs to communicate the successes of the tech bond and to evaluate the means for sustaining and supporting the bond furnished hardware.
 - c. Question about the process for inventorying and accounting for capital outlay tech purchases. Needs to be better communicated and enforced.