

ELPS Technology Committee Meeting Minutes

November 20, 2014

4:15 PM High School Library Computer Lab

Attendees: Kali Root, John Plough, Jodi Spicer, Philip Booth, Christian Palasty

1. Introductions
2. Minutes from last Meeting
3. BOE Presentation and updates on website
 - a. Copy of BOE Presentation provided in the Minutes
 - b. Copy also on District website
 - c. Christian is working on a more in-depth bond budget breakdown for the BOE, a copy will be provided to the District admin and Technology Committee
4. Classroom AV project
 - a. Update from Jason Sparkia, included in the Minutes
 - b. Phase II to include media centers and multi-purpose rooms and potentially the secondary building auditoriums
5. Online state assessments - Spring 2015
 - a. iPads will require keyboards if used for online assessment
 - b. Readiness Reporting from MTRAX included in the Minutes
 - c. Determined that the District will submit waivers for all buildings but Pinecrest
6. TRIG PD update
 - a. Sehi purchase provides for one 45 minute webinar or 5 seats in an online course
 - b. Apple will provide a 6 hour onsite training in February for Challenge Based Learning using iOS devices (up to 20 participants allowed)
7. Microsoft 365 Advantages (faculty, student)
 - a. District staff and students are granted up to 5x licenses for Office on home devices
 - b. More info as the process is worked out
8. Email from Christian Palasty dated November 19, 2014 included in the Minutes
9. T&MS Department is sending out staff newsletters but is considering newsletter for families to spotlight technology use in the buildings and classrooms
10. Discuss about adding iPads to the elementary buildings, librarians have indicated that 5 per room is best to support center-based learning
11. PowerSchool mobile app reported to not be working (This is on the list for attention)

Next Meeting: December 18, 2014

ELPS Technology Committee Meeting
Thursday, November 20, 2014

Kali Root

Jon Plyn

Philip H. Booth



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Technology & Media Services Department
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East Lansing
Public Schools

November 10, 2014

To: Board of Education
From: Christian Palasty, Director of Technology & Media Services

Subject: Technology, Security & Communications Bond Update

- I. Previous bond projects
 - a. Network electronics and wireless - \$596,336.73
 - b. Electronic door access - \$70,537.07
 - c. Surveillance cameras - \$260,364.00
 - d. Computer and laptop replacement - \$343,754.10
- II. 2014 projects
 - a. Classroom AV - \$1,348,741.52
 - b. Telephone VOIP - \$183,067.74
 - c. Clocks and Paging - \$88,004.00
 - d. Network migration - \$20,125.00
 - e. Network storage - \$101,588.22
 - f. Computer and laptop replacement/additions - \$280,349.45
 - g. Classroom document cameras - \$50,369.00
- III. Next Steps
 - a. Computer rotation schedule
 - b. Additional mobile devices
 - c. District Technology Committee recommendations
- IV. Presentations and updates
 - a. BOE presentations and Tech Committee Minutes
 - b. District Parent Council and Building PC Presentations
 - c. Technology Committee meetings
 - d. Updated the District website

Christian Palasty

From: Christian Palasty
Sent: Wednesday, November 19, 2014 1:32 PM
To: ELPS Tech Committee; Spicer, Jodi; Philip Booth
Cc: Robyne Thompson
Subject: Meeting Agenda and Notes

All,

Tomorrow's meeting begins at 4:15 PM and needs to end at 5:15 PM. It's a short agenda and to facilitate that I'm going to email you a few business items that do not necessary require discussion and may not appear on the agenda. It goes without saying that if you have questions or should discussion be required for any item that it is always welcome.

1. The state announced that M-Step will be the online assessment interface for the 2014-15 school year. This will replace last year's Smarter Balance assessment. The District is currently reviewing the online versus paper/pencil waiver option and will comply with the state deadline of November 21st for identifying our choice(s). Either way, the District will need to ramp up teacher and student preparation for online assessments, including knowledge of the technology and testing interface. The 2014-15 testing window runs from April to June, each grade level having their own three week window. If ELPS uses the iPads for online assessing, we will need to purchase keyboards for them. More to come on this topic.
2. The District registered for the free PD from Apple related to the 22i grant and should hear back sometime in late November. The PD is onsite, limited to 20 attendees, and will be scheduled for some time in February. The chosen topic for the ELPS PD would be 'Challenge Based Learning'. The description reads: Participants learn to create engaging lessons with students that solve real-world problems with Apple creativity apps, devices, and the Challenge Based Learning Framework. To learn more about CBL, check out <https://www.challengebasedlearning.org/pages/welcome>
3. The District also registered for the free PD from Sehi related to the 22i grant and this PD is in the form of one 45-minute webinar or 5 seats in an online course offered from Educational Collaborators. To see the catalog of offerings, check out <http://flexpd.educoollaborators.com/solutions>
4. Due to changes in E-Rate funding, ELPS will no longer receive the same funding for web-hosting or telecom (local and long distance service). This impacts our service with SchoolCenter (now owned by Blackboard), Connect, (formerly Connect5 aka AlertNow), and Windstream telecom. In order to keep expenses down, we are looking at alternatives for the District website and auto notification system. We know that there are better tools out there for web hosting (including free options) and we're running those down and can report on those options in the future.
5. Classroom AV project is slowly winding down to walking through and performing the project closeout (aka punchlist walkthrough). The remaining work involves one room at MMS that had to use a mobile tech projection system and the music rooms. A Phase II involves the multipurpose rooms and the building library/media centers. We believe that the library/media centers could be done during the winter break but the multipurpose rooms might be a summer of 2015 project. More information on this asap.
6. VOIP (District telephone system system) is closing up except for some final backend hardware changes and 911 work.

This email will be included with the minutes that are provided to the BOE and posted on the District website. Thanks.

Christian Palasty
Director of Technology
East Lansing Public Schools
Christian.Palasty@elps.us

Classroom Update

- All classroom AV equipment is functional
- Music rooms in both MMS & ELHS have been completed
- MOSS continues to work on punch-list of issues, as they appear.

Phase 2 Update

- Phase 2 walk-through of all buildings took place on Friday, November 14. Areas covered in this phase will include elementary multi-purpose rooms and libraries. Middle school and high school auditoriums and cafeterias are also included.
- Projectors will be replaced in the MMS Auditorium, as well as the ELHS Auditorium & student union.
- A new projector will be added to the MMS Cafeteria, and tied in to the existing sound system in that room.
- Elementary libraries and multi-purpose rooms will have some form of AV in those spaces. Certain areas will require a projector/board mounted on a cart, due to both high or low ceilings.



TRIG - Apple PD Meeting Agenda

October 29, 2014, 1:00 - 2:00p

Call In Number: 906.487.5990 (no passcode required)

Attendance: Please enter your name and organization

Background

- Device Purchasing SPOT Buy, Spring/Summer 2014
- Apple PD Round 1
- Apple Professional Development, Round 2
 - 21 sessions available
 - 6 hour sessions
 - in-district location
 - if you do not have enough staff fill the session, you can share with neighboring districts
 - districts will have a timeline to submit their choice; any district who does not respond, those sessions will be reallocated
 - maximum session attendance: 20
 - trainings must be scheduled between January 5, 2014 and August 31, 2015
 - first come, first serve

Apple PD Offerings

- [District Contact Information](#)
 - Please verify your contact information and add your phone number
- [Catalog of Apple Offerings](#)

Host Site Responsibilities

- Districts must be able to fulfill all of these responsibilities in order to host a session.
- Inter-district sharing option
- 6 hours is the length of the workshop, however the start/end times/breaks are up to the district
- Trainings can occur on Saturdays

Next Steps

- November 10 - Email to be sent to district contact with instructions for selecting the professional development session(s) they want to host along with three alternate dates that fall between January 5 and August 31, 2015.
- November 20 - District session selection responses due.
- November 24 - Apple begins scheduling trainers and sessions. Districts receive confirmation of trainings and dates directly from Apple

Questions? Contact Sue Schwartz, sueschwartz@remc.org



TRIG - Sehi PD Meeting Agenda

September 19, 2014, 10:30 - 11:30p

Call In Number: 906.487.5990 (no passcode required)

Attendance (type in your name and email)

Background

- Device Purchasing SPOT Buy, Spring/Summer 2014
- Sehi RFP Response for Professional Development Value Add
 - provided by Educational Collaborators
 - Flex-PD credits
 - in-district location
 - maximum session attendance: 20

EC/Sehi PD Offerings

- District Contact Information
 - Please verify your contact information and add your contact number
- Catalog of Potential Offerings
 - Review the offerings and answer questions
 - Determine which offerings would best serve your needs

Host Site Responsibilities

- Districts must be able to fulfill all of these responsibilities in order to host a session.
- Intra-district sharing

Next Steps

- September 29 - Email to be sent to district contact with instructions for selecting the professional development session(s) they want to host along with three alternate dates that fall after November 1.
- October 3 - District session selection responses due.
- October 6 - Educational Collaborators begins scheduling trainers and sessions
- October 17 - Districts receive confirmation of trainings and dates from TRIG PD Team

Educational Collaborators

Educational Collaborators is pleased to be delivering professional development services on behalf of Sehi Computer Products.

Educational Collaborators is a national consulting organization comprised of mainly current educators.

More Information: <http://educollaborators.com/>

Contact:

Karen Montgomery

Education Engagement Manager

karenmontgomery@educollaborators.com

636-578-0093



EDUCATIONAL
COLLABORATORS

Windows/Web 2.0 topics may include:

- Developing a Research Protocol
- Delivering Content to Students in the Student Centric Classroom
- The Reverse Classroom , Creating Resources to Support Student Learning
- Copyright and Creative Commons
- The Digital Footprint – Yours’ and Your Students’
- Digital Citizenship
- Getting Creative -Images and Video in the Classroom
- Teaching Collaboration
- Teaching Presentation
- Using Technology to Differentiate
- Inquiry Based Learning/Process Oriented Guided Inquiry Learning (POGIL)
- Using Understanding By Design (UBD) to Design Curriculum
- Project Based Learning (PBL)
- Online Tools/Web 2.0 tools, i.e.,
 - Blogs/Microblogs
 - Wikis
 - Social Networking
 - Screencasting
 - Social Bookmarks
 - Images/Creative Commons
 - Google Tools
 - Audio/Podcasting
 - Video/Digital Storytelling
- Shifting Assessment Practices
- Portfolios for Students
- Portfolios for Faculty
- Formative assessment
- Summative Assessment

Tier 5

Choice of:

One 45-minute Webinars

OR

5 Seats in Online Course

Tier 5 Districts

Holt Public Schools

L'Anse Creuse Public Schools

East Lansing School District

Forest Hills Public Schools

Comstock Park Public Schools

Gobles Public School District

Hopkins Public Schools

Vicksburg Community Schools

Restrictions

- All PD services must be scheduled and delivered prior to June 1, 2015 with the exception of June 15 Google Tools eCourse (must register by June 1).
- Onsite training based on trainer availability - book early.
- Full day workshops must be scheduled as full days, but may be divided into morning/afternoon sessions by topic or group. Only those districts eligible for a single half day may schedule half-day workshops.
- Additional professional development services may be purchased directly from Educational Collaborators.



Hello, palasty_cm ▾

[Resources](#)[Support](#)[Contact](#)[MTRAX DATA](#)[USERS](#)[TECH PLANNING APP](#)

District Report

East Lansing School District

The purpose of the Michigan Technology Readiness Tool (MTRAx) is to gauge the technology readiness of Michigan districts to meet the state's target of online growth assessment by 2014. In this initial year, the MTRAx tool incorporates technical specifications and data elements from the Smarter Balanced Assessment Consortium (SBAC), the Michigan online assessments. In the future, MTRAx will include broader considerations for Michigan school district networking, infrastructure, and devices/hardware in order to comply with state requirements that districts effectively use technology to deepen student learning, increase student engagement through relevant, authentic learning, and build digital citizenship to position students for viability in a high-tech, global networked society. MTRAx was developed through a partnership between the Michigan Department of Education (MDE) and the Michigan Association of Intermediate School Administrators (MAISA).



District Report: Executive Summary

Technology Readiness Rating To be considered OVERALL TECHNOLOGY READY FOR ONLINE TESTING



LEVEL 5

the District must meet each of the following criterion:

- A) The District must be rated Network Ready (see below for definition)
- B) All schools in the district that are testing sites must be rated as Technology Ready for Online Testing.

Network Readiness Rating



LEVEL 6

If the District is the Internet Service Provider for its Schools then, to be deemed Network Ready, the district must have adequate bandwidth to accommodate all simultaneous test takers from all schools across the duration of the testing window. In addition, all its schools must be Network Ready.

If the District is not the ISP, then to be considered Network Ready, all its schools must be Network Ready.

Testing Specifications

Number of students to be tested:

1,818

Number of test sittings per student:

4

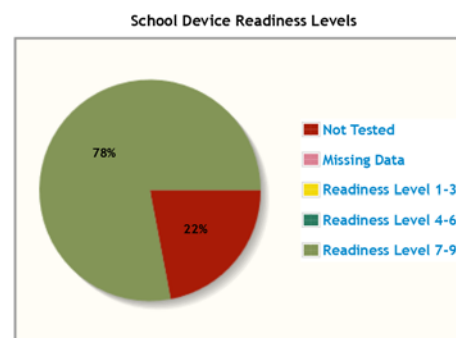
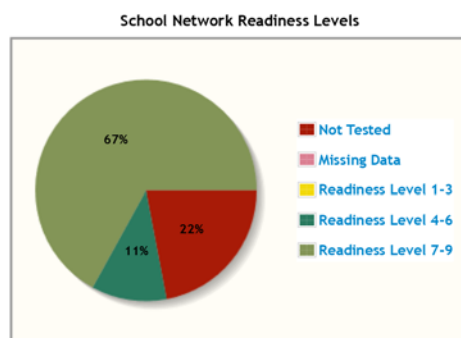
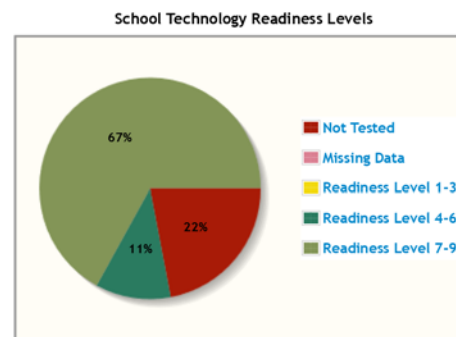
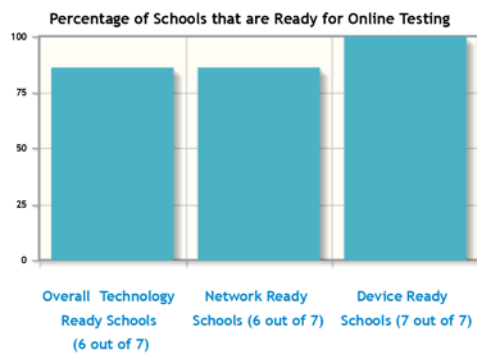
Grades Tested: 3 , 4 , 5 , 6 , 7 , 8 ,

11

Greatest testing window days: 45

| Grade | Number of Students |
|-------|--------------------|
| 3 | 254 |
| 4 | 276 |
| 5 | 259 |
| 6 | 256 |
| 7 | 260 |
| 8 | 252 |
| 11 | 261 |

Summary Status Report



District Network Readiness

East Lansing School District

A District is Network Ready for Testing if it meets one of two criteria:

- If the district is the Internet Service Provider (ISP) for its schools, then there must be adequate district Internet

bandwidth available to accommodate all simultaneous users from all schools across the district for the duration of the testing window.

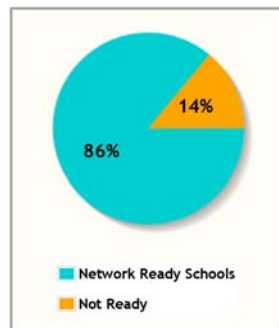
- If the district is not the ISP then to be considered network ready all the schools must be rated as Network Ready for Online Testing.

Michigan Department of Education Guidelines for Overall District Technology Readiness for Online Testing

To be considered OVERALL TECHNOLOGY READY FOR ONLINE TESTING the district must meet each of the following criterion:

- The District must be rated Network Ready for Testing: If the district is the Internet Service Provider for its schools, then there must be adequate district Internet bandwidth available to accommodate all simultaneous users from all schools across the district for the duration of the testing window. If the district is not the ISP then to be considered network ready all the schools must be rated as Network Ready for Online Testing.
- All schools must be rated as Technology Ready for Online Testing.

This district's status re: Percentage of Network Ready Schools:



A Closer Look at the Schools

| Category of Device | Level of Device | Schools |
|--------------------|-----------------|---------|
|--------------------|-----------------|---------|

| Online Testing | Online Testing | |
|---------------------------------------|----------------|--|
| NOT TESTED | N/A | Red Cedar School Test Entity Relationship |
| MISSING DATA | 0 | |
| NOT READY Low Level Rating: 1-3 | 1 | |
| | 2 | |
| | 3 | |
| NOT READY Mid-Level Rating: 4-6 | 4 | |
| | 5 | |
| | 6 | MacDonald Middle School |
| READY Rating: 8-9 | 7 | |
| | 8 | |
| | 9 | Donley Elementary School East Lansing High School Glencairn School |
| | | Show All 6 Schools |

Recommendations

There is not enough capacity on your Internet connection to accommodate the calculated number of concurrent test takers. Possible solutions to this problem would include:

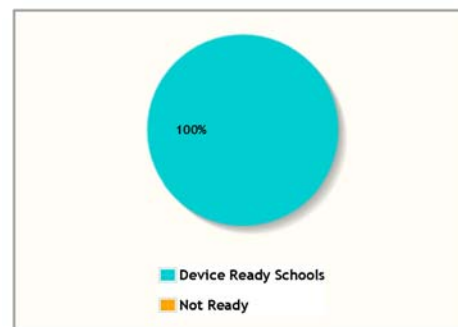
- lengthening your test window. Adding days to the testing window increases the numbers of testing sessions available. Each day added will provide additional capacity of (Total of Schools: Total_Ready_Devices) times the number of testing periods in the day.
- upgrading your Internet bandwidth
- preventing network use by others during online student testing, and/or reducing the number of concurrent test takers by expanding your testing window or staggering your test windows by school. Michigan assessment recommends 30Kbps per concurrent test taker.

District Device Readiness

East Lansing School District

The chart to below provides a snapshot of the Device Readiness for Testing for the schools in this District.

The table below provides the ratings for individual schools in the district.



| Category of Device Readiness for Online Testing | Level of Device Readiness for Online Testing | Schools |
|---|--|--|
| NOT TESTED | N/A | Red Cedar School, Test Entity Relationship |
| MISSING DATA | 0 | |
| NOT READY Low Level Rating: 1-3 | 1 | |
| | 2 | |
| | 3 | |
| NOT READY Mid-Level Rating: 4-6 | 4 | |
| | 5 | |
| | 6 | |
| READY Rating: 8-9 | 7 | |
| | 8 | |
| | 9 | Donley Elementary School, East Lansing High School, Glencairn School |

| Category of Device | Level of Device | Schools |
|------------------------------|------------------------------|---------|
| Readiness for Online Testing | Readiness for Online Testing | |

[Show All 7 Schools](#)

Recommendations

For specific recommendations on device readiness, please review the reports from each school, or use the Sandbox to investigate how the District's readiness ratings change when devices are upgraded or added.

[Print Report](#)

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