

**Technology and Media Services Department  
Technology Committee Minutes**

September 17, 2014 Meeting, 4:15 PM High School Hub Facility

Next Meeting: October 16, 2014

**Attendees:**

Steve Burdick (Secant), Jodi Spicer, Lauren Anderson, Mary Wever, Rob Voigt, Kali Root, Kevin Mayes, Tyler Morkin, Kali Root, Phil Booth, Humberto Rojas, Kathy Kowalski, Eric Spicer

**Agenda:**

1. **Introductions**
2. **Meeting Norms**
  - a. Norms were not covered but will be discussed in a future meeting.
3. **Committee Update**
  - a. Meeting will become more formal, with agenda and minutes stored in OneDrive. Minutes and accompanying documentation will be sent to Building Principals and Directors and included as Informational Item in BOE packet.
  - b. Interest to join Committee has been expressed by some staff and in order to keep Committee 'right-sized' and to afford equal representation, some old members will be asked to step down. Positions are non-stipend and at the discretion of the District.
4. **Update on VOIP Telephone System - (Humberto Rojas)**
  - a. Still receiving menu requests and additional configuration
  - b. Tech department deployed 380+ phones
  - c. Problems with a PRI were identified during the project
  - d. Working with Windstream to resolve 911 issues. 911 calls do report correct number and address at this time.
  - e. Humberto will email config reports to the building principals for their review and corrections.
  - f. The basic phone service was phase 1 of the VOIP project with additional services to be deployed in future phases.
5. **Update on classroom AV Project - (Jason Sparkia)**
  - a. See separate document prepared by Jason Sparkia.
  - b. Mary Wever pointed out that the human reproductive material is on VHS and VCR's may be required. Christian and John Atkinson have already discussed this issue and there is a resolution.
  - c. Mary Wever asked about 8' actual boards versus 12' proposed boards.
6. **Update on Mobile Carts**
  - a. Kali Root said that the iPad carts are almost ready for deployment. The apps will be managed and deployed by Tech Department. One cart per elementary.
  - b. Laptop carts are being imaged and will be ready for deployment within one week. Two carts per elementary, six at MMS and seven at HS.
  - c. All carts will be managed and deployed through the building libraries.
  - d. Discussed Microsoft accounts for K-12, potential of guest accounts for younger grades depending on security of accounts.
  - e. Need to investigate the disabling of email accounts for student Office 365 accounts.
7. **Update on the Acceptable Use Policy**

- a. Kathy Kowalski wrote an elem and secondary version of the AUP. District will post on the website and make available to all and the student accounts will be activated by the acceptance of an electronic AUP.
  - b. Staff AUP is being discussed and may also be activated in the future.
  - c. BYOD component has been included to absolve the district and staff from responsibility for any student devices but there is NO consistent district building policy permitting or excluding BYOD. District administration will be discussing. Potential outcome is BYOD is up to classroom teacher's discretion.
  - d. AUP should mention 504 plan and IEP in regards to BYOD.
- 8. Technology & Media Services**
- a. Will be importing user accounts into work request database to enable email notification when work requests are submitted, assigned and closed.
  - b. Department has merged with Media Services (libraries) to building centralized management, consistent processes and procedures, and to train librarians to be low level tech support and curricular resources.
  - c. Technology and instructional departments are working to build a big picture of consolidated support, to include instructional coaches, librarians, and technology.
- 9. Bond Future Planning**
- a. Christian referred to bond PR pamphlet and what was proposed. All promises have been kept, timeframe has been maintained. All primary projects have been completed and ELPS is moving into a rotation and replenishment stage.
  - b. Unified web presence is a possibility.
  - c. Blended and online learning platform.
  - d. Mandatory Stem Class at MMS? (Submitted via email).
  - e. Mandatory Stem Class at ELHS? (Submitted via email).
  - f. Computer Department concerns at the high school...they keep reducing staff and offerings. (Submitted via email).
  - g. Broadcast video and student-created video options.
  - h. Incorporate student technology that facilitates the reduction of paper.

## **Roundtable**

- a. Mary Wever inquired as to the sale of assets, ie; interactive whiteboards. Christian read from policy 380.11a regarding general powers assigned to a school district. The District administration will be meeting to consider how to handle the sale of assets and how to respond to Parent Council concerns about past donations.
- b. Christian confirmed that Red Cedar classrooms have not been touched. The only summer bond project impacting the Red Cedar classrooms is the new phone system. Only office phones were replaced at Red Cedar. Projectors, sound systems and interactive whiteboards remain as is.
- c. Jodi Spicer indicated that the Marble Parent Council would be submitting a letter voicing their concerns about the technology bond.
- d. Teachers are requesting shared drive access via OneDrive. Tech department is currently evaluating options.
- e. ELPS has worked through the flipped PD case study with TechSmith. Two aspects: flipped video for the classroom and flipped PD for staff. The case study focused on the aspect of flipped PD. More information to come after ELPS meets with TechSmith again in October to review next steps.

- f. Needs have been discussed about better communication with the community about the tech bond projects. What do we have in the classroom? Will the teachers be trained and how? What software is available? How does it all tie into the curriculum?
- g. Teachers have a responsibility to advertise their usage of tech bond-related technology.
- h. E-blast should come from the District admin level regarding PR, bond advertisement. Perhaps a video from educational channel. Put on website.
- i. Question about two versus four speakers in the classroom. Steve Burdick (Secant) stated that four versus two speakers are preferable but the speakers are ambient in construction and fit within the budget and design of the classroom.
- j. Steve Burdick stated that the design and layout of the classroom AV was thought out and intentional. The design was future proof in regards to the wiring and projection systems.
- k. Question about the electronic access system and why teachers still have metal keys. Christian responded that an access system is done in phases and the metal keys can't be taken away as they are used in other areas. District administration have discussed moving forward in the future to move away from external metal key access but need to ensure access if electricity is cut. Steve Burdick stated that the access system does have camera coverage and the card use is logged and enables the district to review and monitor access.
- l. Question about whether ELPS is taking advantage of TRIG professional development. Answer is YES. ELPS ranked as a Tier 5 district with Sehi, where we purchased our laptops from. This gets the district the choice of one 45 minute webinar or 5 seats in an online course. More info to follow.