

Sanderson High School
December 12, 2023

Objectives:

- **Review department updates**
- **Update Collection Management Plan**
- **Recap Convergence**
- **Discuss technology inventory and classroom ERD plan**
- **Review procedures**

Participants: Liz Dotts, Alex Baucom, Mariana (student), Amanda Herlacher, Laina Taylor, Tara Drouhard, Manns, Julie Russo, Jen Melvin (parent), Rod Daye

Roles:

Facilitator: Dotts

Note taker: Herlacher

Time keeper: Baucom

Resources: [MTAC Resources](#),

Time	What	How	Who	Notes/Decisions
3 minutes	Welcome and department updates		All participants	
5 minutes	Update Collection Management Plan	Whole group		Updated to show that what was purchased was based on what we said we would, as well as a breakdown by funding Fund 6 was books Fund 2 was books + supplies PTO grant was mostly graphic novels, but also other books Fiction and graphic novels are more in demand and are generally cheaper than nonfiction Nonfiction focus on 500s, 600s, and 900s b/c of average age of collections Huge percentage included diversity
5 minutes	Recap Convergence			We presented behind - lots of factual, behind the scenes info Mr. Daye attended Were unable to attend as many sessions due to presenting
10 minutes	Technology Inventory and classroom ERD		SLMC and all participants	Full inventory after exams - media will come to us during planning, we will just need to

				<p>make sure everything is out and accessible - you will need to turn in keys</p> <p>Silver laptops will be ERD right after spring break Carts will remain in classrooms since no storage and carts are not being ERDed themselves - may get used in the future</p> <p>Tell dept to pull out anything that is squirreled away because it must be accounted for since we buy tech with taxpayer money - county does checks and we need to make sure it's findable</p> <p>Formal written out of what happens when chromebooks are broken, malfunctioning, etc.</p> <p>Tell department if there is tech you want gone, give it do them during inventory in April - we want one big ERD instead of trickling in</p>
10 minutes			SLMC and all participants	<p>Significant increase in Chromebook issues - partly due to damage and partly due to chromebooks getting old</p> <p>9th graders, particularly boys, are being really hard on chromebooks this year</p> <p>Need to figure out how to get students to take better care of their Chromebooks, esp with 9th</p> <p>Remind students they only get one replacement for all of HS and take care of laptops</p> <p>Good news is we aren't in the top 10 with chromebook damage</p> <p>Talk to dept about contacting media (using form) before sending students to media - cannot come in to just hang out, they must have purpose This is NOT about kids exchanging books or printing, but send no more than 2 at a time</p>
5 minutes	Procedure review			

Action Steps:

Next meeting date: January 9, 2024

Next meeting topics: Having students update Chromebooks before exams, fill out forms for Chromebook repairs so they can be taken care of as soon as possible, EOC check-ins how do deal with ERD silver laptops (biology, English 2, math 1, and math 3 - need to get dates for them)

Feb 13-Green Screen Lunch & Learn

April 11- AI Lunch & Learn