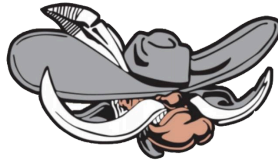


Technology Committee - November 27, 2018

Group	Technology Committee
Date	November 27, 2018
Location	Dilworth Media Center
Call In #	N/A
Purpose	N/A
Topic	Tech Meeting

Attendees: Asterisk by their name indicates they gave prior notice before the meeting.

Attendees	<ul style="list-style-type: none">• John Jacobson• Brant Mickelson• Brooke Belka• Margaux Hylla• Joe Altobelli• Christy Peppel• Andrew Whitchurch• Dana Moffett• Janine Staples• Julie Nash• Chelsa Haney• Beth Tollefson
Absent	<ul style="list-style-type: none">• Andy Cox *• Andrew Malvin *• Bryan Thygeson *• Damita Underwood *• Heidi Critchley• Joe O'Keefe• Lori Daeuber *• Mark Jorgenson *• Tracy Tollefson• Wayne Lepard *



Technology Committee - November 27, 2018

Technology Purchases (follow-up)

Time	5 minutes
Presenter	John
Discussion	Utilize capital outlay process for classroom and site technology. Technology budget is for district wide initiatives. Infrastructure, phones, employee and student machines and projectors are a few examples.

Action Item	Responsible	Deadline	Notes
N/A			

Digital Tools/Curriculum Awareness (follow-up)

Time	10 minutes
Presenter	John/Andy
Discussion	How can tech help staff get comfortable utilizing different tools that are available? It doesn't have to be completely digital. It will be a hybrid (digital and paper) environment for the upcoming years. Andy is going to do some things with CK-12. Curriculum process is going to dictate. District curriculum process needs parameters. If no online material is available with text books it will be hard to get into new tools. More things geared in science and social studies would be beneficial in elementary. Sixth grade social studies has digital textbook. Joe has had a digital Math textbook until license was up. The digital math book was not helping with what the staff needed.

Action Item	Responsible	Deadline	Notes
Show staff CK-12 tools during tech training session.	Andy	Scheduled training.	
Work with a teacher at each site to try utilizing a lesson or project into existing curriculum. Follow up with Christy P.	Andy	Jan 1	



Technology Committee - November 27, 2018

Printer and Toner Consumption

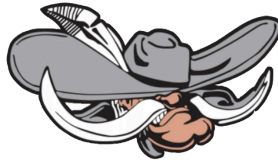
Time	5 minutes
Presenter	John
Discussion	Can we send email out to everyone about how they should be printing? Shared annual cost and copier expenses. Goal is to reduce waste and utilize copiers to reduce cost. With curriculum not being ordered the amount of copies/printing has gone up. Try to see if we can get people to private print.

Action Item	Responsible	Deadline	Notes
Email staff expectations/awareness of print / copy usage.	John	Dec 15	

Synergy Feedback

Time	10 minutes
Presenter	John
Discussion	GFE online schedule went well. DE conference scheduling went well. "Lock" the conference scheduling in sooner. Reports not working well in MS. Dana and John will talk more about specific ones. Report cards and communication with parents in GFE are good. Communication in MS was problem. Andy fixed this in the fall. Dana said app is not working. Email sent and read but can not open unless open on desktop? Reports in MS and HS are not working very well.

Action Item	Responsible	Deadline	Notes
Determine scheduling "lock" feature for elementaries.	John	Dec 15	
Follow up with Dana (reports and app)	John	Dec 15	
Assist staff with reporting options	Andy	Scheduled training	



Upcoming Clarity Survey

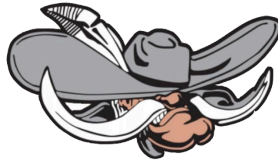
Time	5 minutes
Presenter	John
Discussion	<p>John will be sending out links in early December. Staff and students 3-12 will take this survey. Survey can be done during Digital Citizenship time with Andy. MS-Talk with Heidi. HS-talk with Wayne and Carrie.</p> <p>Dana: Is there a guideline for Digital Citizenship?</p>

Action Item	Responsible	Deadline	Notes
Give survey to elementary students	Andy	Dec 20	
Share survey with staff	John	Dec 5	
Follow up with Heidi and Carrie for secondary students	John	Dec 5	

Classroom Computer Refresh

Time	5 minutes
Presenter	John
Discussion	<p>Computer hardware: Laptop for mobile users. More power with desktop. CD-Rom is a concern. Can provide USB DVD drives. Question about if everyone will move to Chrome? Office365 is eventually going to replace the Office suite. Wants to do some piloting beforehand. Wants to start piloting Chromeboxes as soon as December. Staff will need assistance on how to view, edit and export Microsoft content within the Chrome environment. Will need to focus on specific features that are necessary in the classroom versus what people like/dislike. Equation editor for Math teachers is an example.</p>

Action Item	Responsible	Deadline	Notes
Order equipment and pilot with interested staff members.	John	Jan 1	



Website Feedback

Time	5 minutes
Presenter	John
Discussion	Drop down arrows are a concern. Go to main page where they go nowhere with links included. Calendar doesn't work on iPhone (iphone setting). Community Ed content able to publish better?

Action Item	Responsible	Deadline	Notes
Follow up with Tracy on fixed rows/columns	John	Dec 5	

General Thoughts and Concerns (Staff and Students)

Time	5 minutes
Presenter	All
Discussion	Youtube approval. Open for employees, restricted for students. Go Guardian features when students are sick. Individual teachers dictate "their filters." They need to be cognitive of their schedule (especially at secondary level).

Action Item	Responsible	Deadline	Notes
GoGuardian options (district wide) for holidays/weekends.	Brant	Dec 15	
Respond to MS Students "drop box" content	John	Dec 15	