

TECHNOLOGY MANAGEMENT COMMITTEE

Board of Education of Wicomico County

MEETING

4

November 12, 2008

Attendance

Joe Benamati, Charlie Bounds, Cris Cuppett, Carl Dragwa, Tom Field, Brian Foret, Dr. Fredericksen, Margo Handy, Carla Hurchalla, Eileen Lamb-Davis, Scott Keasey, Donna Matteson, Kim Miles, Mark Miller, Ian Robertson, Donna Savko

Posting Meeting Minutes on Website – Chatrlie Bounds

Minutes need to be summarized for posting. Brian, Donna, and Carla to review rough draft, prior to them being posted and sent by email to recipients.

X2 Parent Portal – Scott Keasey

- Bounds – This has been discussed for the last couple years. Instruction will need to be a part of the X2 development. There has been a concern on how much access we want parents to have, as well as, a timeframe concern from Instruction on how quickly parents should have access to records.
- Keasey - Handout distributed on considerations for implementing. Discussion on passwords for parents – X2 does have the capabilities, management will be required. Student/parent contacts need to be revised/updated. This is crucial for access. School offices will need to update. Suggested that the process be done in steps. Other counties and private schools are presently offering this.
- Currently there is an initiative to have all teachers on X2 grade book by January.
- Miles – There needs to be a requirement for their grade book
- Dr. Fredericksen – Is there flexibility within the program based on teacher's styles? Yes, there is. Commented that he is very interested in this, and that it will be positive for teachers. Parents are very interested today in having access to information.
- Bounds - Teachers should be included in the development process
- Handy – Echoed support of parent portal, needs to be taken in steps, we need to visit with other counties to see how they are making out, parents will find a way to have access to the technology, at the library, etc. Elementary teachers already give parents their email to assist with communication. Be cautious as we proceed.
- Field - We need to do it right. There is a cultural change in our nation, everyone wants to have immediate access. We are all on the internet, but we don't have this with our children at school. Not acceptable to only have access to 4 ½ weeks. We can't open access part way, parents will want it all. Do it and do it right.

- Bounds – Work with teachers as they are being hired
- Matteson – Uses it often in Worcester County with her child. Good for attendance, likes the ability to see different grades. It is only as valid as the information recorded in it.
- Bounds – Instruction will have to decide parameters
- Bounds – Question raised to Scott regarding budget needs. Can you hit the January/February budget deadline?
- Robertson – We need to look down the road for impact, this is a potential concern. Biggest unknown concern is support for help desk. Contacts need to be straight to go forward with portal.
- Matteson - In Worcester there is one log-in per family, a sticker with log-in information is given to parent
- Lamb-Davis – We can assist with standardizing contacts
- MIS, Technology and Instruction Departments to coordinate this together

Budget (Guidelines from Dr. Fredericksen) – Charlie Bounds

- Bounds – Interesting year for the budget with what we are trying to do, and where the money will come from. The best people to make the budget decisions is the staff in each department. We need to plan now and prioritize. Portal is a perfect example of why we need to not look at individual departments. Dr. Fredericksen is not in favor of across the board cuts. Lease is big expense for this committee. All expenses need to be looked at. We need to think about this process.
- Savko – Last year we had to do a lot of realignments. Everyone is thinking along those lines, it will be another year of realigning funds. Only the beginning of the process next week.
- Bounds – We don't ever want to skip a year with the Lease Agreement. Lease Agreement to be discussed at December meeting.

Remote Access Policy – Brian Foret

- Foret - We maintain several licenses for this - \$8,000 annually, most departments have access. A request has been made to cover Principals & Vice Principals. Advantage to have access on weekends - good for principals. Cost of \$20/25 per license per month - \$333 per year per person. Who should this be available to?
- Robertson – We need to decide where to draw the line on access
- Dr. Fredericksen – Seems like a lot of money compared to other VPNs
- Cost could be \$25,000 to have this

- Field – Need to work with Margo Handy and Kim Miles to determine who should have access and issues that need to be weighed
- Bounds - Employees are willing to give up their time at home, they need the tools to be able to work
- Foret –To look at options for budget purposes

Internet Usage Report – Brian Foret

- Foret – Distributed report on web sites visited October 20–24, 2008. This information is only for sharing, not value judgment.

Blog Space on BOE-owned Servers Policy – Joe Benamati

- Benamati - We need to make a decision on our policy of blog spots needing to be on the BOE server. Policy needs to be amended if we are going to have a blog on Delmarva.com. Concern for what happens to monitoring if we decide to stop it.
- Bounds – Blog is a trial run, Tracy Sahler is monitoring everything before it is posted
- Hurchalla – We have purchased Edublogs for the county, teachers are using it
- Bounds – This items needs to on the agenda for January’s Meeting. Dr. Fredericksen will be invited. (Need to have policy for January meeting)

Novell Accounts for Former Employees – Tom Field/Donna Matteson

- Field – There is no set practice for this. Some people have been gone for two years and still have an account with us. Exceptions need to be made with some transitions. Guidelines/standards need to be made. A standard email should be sent prior to an email being disconnected.
- Benamati – Should be part of separation agreement, details to be taken care of when an employee leaves
- Lamb-Davis – X2 account needs to be handled same way
- Keasey – There are triggers in IFAS that can be used when an employee is leaving
- An Assistant Superintendent will need to approve if someone wants to keep their account
- Hurchalla – Signoff in response to employee termination
- Robertson – Keep emails for reference, email retention program – expensive
- Do we need to keep emails for legal concerns? Do we keep forever? No legal precedent has been set.

- Keasey – Will review this issue with Stephanie Moses
- Upon staff departure accounts will be disabled, and removed after 90 days
- Matteson – Will generate list of people with accounts who are no longer WCBOE employees for Charlie and Tom to review

Miscellaneous

- Next meeting laptops will be discussed, Carl to discuss with Mark Miller

Adjournment

- Meeting ended at approximately 9:35 a.m.
- Next meetings - December 15, 2008 – 11:00-12:00 p.m., BOE Media Center
January 14, 2008 – 8:30–11:30 a.m., BOE Media Center