

# TECHNOLOGY MANAGEMENT COMMITTEE

## Board of Education of Wicomico County

**MEETING**  
**7**  
**February 17, 2009**

### **Attendance**

Joe Benamati, Charlie Bounds, Chris Cuppett, Carl Dragwa, Tom Field, Bruce Ford, Brian Foret, Carla Hurchalla, Scott Keasey, Donna Matteson, Mark Miller

### **Stimulus Funds for Technology ~ Tom Field**

- Tom shared an email from Jayne Moore at MSDE regarding stimulus funds for technology. It is very likely that this will be a reality. We need to be ready once the money becomes available.
- Brian has sent a list of needs to Dr. Fredericksen.
- Joe is putting a list together for Bonnie Walston.

### **FY 2010 Lease Update ~ Mark Miller, Carl Dragwa, Donna Matteson**

- Mark stated that Donna and Carl are working on this. The amount being retired is still there.
- Glen Avenue and Delmar are next for boards. Included in the budget is \$75,000 in additional funding for 40 Promethean boards and one additional tech. Nothing has been voted on yet. Still not sure what we will receive for actual funds.
- Mark spoke regarding the plan for the lease. He is planning to put it out in mid-May for the last Board meeting in June. A special Board meeting is scheduled for June 23 to approve the budget. It can't be awarded until July 1. Mark will need quantities for the Board agenda line item. Small subcommittee will meet. Donna has numbers already; the prices are still roughly the same.

### **FY 2010 Interactive Whiteboard Update ~ Mark Miller**

- Meeting held last Wednesday at Prince Street. \$75,000 available - 40 boards total to be ordered. Approximately 20 boards will be placed at Glen, with the remainder at Delmar.
- Carl will come up with a list for installation.
- Tom asked for an update on the Promethean service rep that is here this week troubleshooting. He will be visiting Wicomico Middle, Prince Street, and Northwestern. Nothing substantial found yet.
- Tom - How long do we have to make a decision? What kind of recommendations do we take Dr. Fredericksen? Are we looking at the smartboards? This group needs to make a solid recommendation with rationale for the Superintendent.
- Charlie – Can a decision be made prior to the next meeting on what we need to do?
- Carl spoke on the budget issue and the concern with making a decision for the new James M. Bennett.
- Brian will come up with something generic for JMB.
- Carl spoke regarding a concern with the projector bulbs. Projectors are being used to watch television during non-instruction. This should not be allowed.

- Bruce expressed concern about replacement bulbs for the Promethean units that are already installed in four schools. Bulbs cost approximately \$400 each. We need to allow for funds in the budget to replace bulbs. Promethean carries a three year warranty on the bulbs.
- Discussion followed on adding this as a budget line item for the following year.
- Tech support will be responsible for installing the replacement bulbs.
- Discussion on how many different projector manufacturers are being installed in classrooms - approximately 30% of classrooms have projectors.
- Charlie commented that projectors need to be ordered through purchasing.
- Bruce suggested adding the line item to Donna's budget.

### **Digital Storage of Student Records Update – Brian Foret**

- Brian stated that they have had their first meeting, which included Scott Keasey, Sam Walker, Pam Mitchell and Lorenzo Hughes. They discussed their requirements for storage of student records. The first phase will be the physical process. The next phase is how we can use digital documents for relocation of students between schools. For phase one Sam will meet separately with some of his people. First course of action will be to validate records. Concern with possible duplication of records. Records are being stored at the schools and microfiched.
- Charlie - How far back do paper records need to be kept?
- Brian – 10 years back, beyond 10 years could be archived. Discussion on how far back do we digitize records.
- Discussion on location of microfilm. We need to believe that microfilm is correct.
- Discussion on process of copying records. Records are microfiched and returned to the respective school.
- Discussion on requirements for keeping student records. How long do we need keep?
- Brian – Need to set a goal that we will start to digitize beginning this year going forward.
- Tom – Are we planning for someone to copy records during the summer? A crew could go from school to school. Procedures need to be set. Discussion on system for verifying records.
- Charlie – Procedures need to be written.
- Tom – Discussion on handling withdrawals during the year.
- Comment made regarding schools having duplicate records – elementary and middle schools.

### **X2 Journaling Option ~ Carl Dragwa**

- Carl - Tom had asked Carl to check into this.
- Scott commented that this feature is included in X2. No one has been trained. Requests are being made to use this for cooperative discipline; information regarding the student. Carla elaborated on how this feature can be used.
- Charlie shared information that Bonnie Walston sent to him regarding a concern about this option.
- Carla elaborated on how teachers are using this feature.
- Discussion on access program also being used.
- Tom stated that extensive training will be needed if we are going to keep this feature.
- We can control X2, the other program isn't under our control.

- Tom – legal advice needed on this issue. Charlie agreed. Tom to call Fulton Jeffers.
- Going forward, do we want to continue using programs other than X2?
- Donna commented that the middle schools and some elementary schools are using cooperative discipline. Donna will send Tom a list of users.
- Scott commented they have taken it off the special education view.
- Add to agenda for next month

### **Miscellaneous**

- Brian asked for an update for the installation of the GroupWise archival system. Donna stated that an archival system has been purchased. It will archive all emails into an online database. We will be able to set rules such as a 30 day backup. Emails can be restored if needed. Currently emails are stored for approximately one year.
- Tom expressed concern raised by Transportation with incorrect addresses in X2. Scott stated that restrictions can be made in X2 to allow only valid addresses to be entered. Mark suggested using a postal verified address system. Part of concern was adding additional fields to allow for different addresses for transporting students. Separate fields could be added.
- Charlie asked about the status of Parent Portal. Scott commented that he is waiting for direction from Dr. Fredericksen. Charlie will discuss moving ahead on this with Margo Handy and Kim Miles. A meeting has been set to move this project forward.

### **Adjournment**

- Meeting ended at 2:25 p.m.
- Next meeting: Weds., March 25, 2009 – 8:30–11:30 a.m., BOE Media Center