

Attendance

Joe Benamati, Bill Cain, Chris Cuppett, Carl Dragwa, Brian Foret, Margo Handy, Scott Keasey, Ruth Malone, Donna Matteson, Kim Miles, Mark Miller, Stephanie Moses, Ian Robinson, Donna Savko, Lynn Twilley

The meeting began at 8:30 a.m. Bill requested that when submitting agenda items for future meetings, to include the amount of time that will be required for discussion of the item.

Eduphoria Presentation–Staff Appraisal Product – Carl Dragwa

- Carl introduced Amy Wherley from eduphoria! She presented and reviewed the “SchoolObjects: suite” product which is web based and can be used for any staff member. Evaluations can also be done on a BlackBerry or iTouch.
- Questions were asked by Stephanie Moses regarding product capabilities. Amy was unable to answer all questions – she will email answers to Carl Dragwa.
- Donna Matteson asked about server requirements.
- Amy stated that approximately 500 school systems are using this product, including Howard County and North Hampton County
- Discussion followed by the committee after the presenter left the meeting. The cost would be \$695 per school/site, yearly maintenance fee of \$139 after initial year.
 - Bill asked Carl to provide pricing for all pieces including ongoing fees
 - Mark stated that we will need to define and confirm the number of sites
 - Carl commented that eduphoria would be willing to provide discounts.
- Discussion on not all administrators having BlackBerrys. Need to ensure that everyone has access. Carl stated that all administrators have access to a laptop.
- Margo commented that the product is a powerful tool. Some aspects would need to be discussed internally with Human Resources. Due to budget concerns we may not be able to implement this year, but we will keep in mind for future.
- Margo and Bill to discuss with Dr. Fredericksen
- Carl stated that they are using the “appraise” and “workshop” pieces in Howard County – Ruth will check with her colleagues

MacBook Purchases/Adding MacBook for Internet Access Only – Carl Dragwa

- Carl stated that there is an influx of the iTouch iPods into the classrooms. There are sets at Salisbury Middle and Mardela. An additional four will be added with AARA funds. The iTouch can only work with the MacBook; it will not work with a pc. Teachers need to have internet access to be able to download for use with the product. The MacBook will not run on our network.
- Salisbury Middle is waiting for approval from the committee.
- Brian stated that tech services is not trained on Apple and will not be able to assist with trouble shooting.
- Discussion on capabilities of the iTouch.
- Approval granted for five installations – SMS and four carts with AARA money

- Carl stated that they will be purchased through Apple.
 - Ian asked about next day warranty for replacements. Carl will check into this option.

Personal Laptops by Faculty and Internet Access- Carl Dragwa/Distributing Technology to Various Schools and Teachers – Ruth Malone

- Carl – Where do we stand on teachers bringing their personal laptops to school and having internet access? Thought we had agreed to this last year.
- Ruth – concerned regarding the inequity in technology for new teachers, we have teachers with smart classrooms and some with only overheads, brand new teachers are struggling with only an overhead, a new teacher purchased a smart classroom with personal funds and was told that they could not, huge instructional issue
- Ian – what about standardization, we would need a preapproved list
- Discussion on inequities in the classroom; i.e. there are no grants available for social studies, which creates content inequities
- Joe – equipment would need to fit our categories, we can't support the equipment if it doesn't fit into the standardization model that we create, different types of support – internet and troubleshooting
- Ruth – a list could be created of what we support and parameters that need to be set up, this is not just a technology issue, it's an instructional issue also
- Mark – we need to define what we will allow them to bring in
- Bill – teacher should be allowed to use, however it could create a liability concern if equipment was damaged
- Margo – we need a spreadsheet on a priority of critical needs in terms of bringing equity in alignment with instruction in terms of content and school
 - Ruth will have supervisors assist with going through each classroom
- Bill – survey should be expanded to include what they would use if they had it
- Margo – need to make sure that this gets through the budget process, we will need to advocate
- Brian – has received requests for ceiling mounting LCD projectors, this is not supported by the tech committee, funding is not in the budget,
 - Kim - was not aware of this, she will not sign requests in the future
 - Carl – asked about installation at Wicomico Middle, Brian stated that they are on the list for installation
- Carl – are personal computers allowed? Discussion followed on network access control vulnerability and liabilities for damaged equipment
 - A policy/form will need to be created and further discussion will be needed prior to approval
 - Bill – concern that this could create grievances with destruction of personal property

Access for Principals – Kim Miles

- Kim – question from a new principal regarding access from home for mypc.com, \$20 per month fee
- Scott – “log me in” is free, looking at this option with Dr. Fredericksen
- Kim - secondary administrators are aware that this is on the table for discussion
- Bill – need to determine how many principals would be interested so it can be built into the budget
- Ian – need to consider due to log in time restrictions for backups , 24 hour log in will cause issues with backups

Glen Avenue–Wiring for Anticipated Interactive Boards – Carl Dragwa

- Carl – 20 whiteboards have been installed at Glen Avenue with the pilot program
- Wiring needed for extra four boards (purchased with AARA funds)
- Mark - one additional board to be purchased from lease
- Brian – has received the proposal and we will be pursuing at Glen Avenue to finish install
- Daily will handle install of boards
- Chris – having some issues with power – audio issues, color not as vibrant with projector, Smart has been working to resolve, 18 of 20 boards have had no problems
- Carl – after Glen looking at Willards
- Mark – not certain on quantities that can be afforded at this time

Filtering of Internet Sites

- Carl – issues with over filtering, need to allow faculty to have access
- Ian – using new filtering software
- Ruth – there are good educational tools we don't have access to
- Carl – video streaming and audio streaming is important
- Joe – there needs to be a written policy for what is to be blocked
- Ian – filtering can be set up however we decide
- Brian – need to take a look at what it is being used for, we will be held responsible
- Mark – we need to censor access, it is our responsibility
- Donna – it is possible with new filtering system to filter by role
- Margo – needs to be discussed with Dr. Fredericksen
- Separate meeting will be setup with Dr. Fredericksen, Bill, Margo, Brian, Donna, Alan and Ian to discuss this concern

Removal of Desktops from Sites with Addition of Mini Laptops - Carl Dragwa

- Carl – principal made decision to move desktops out of classroom and into media center, concerned that this takes away from the project of having additional computers in the classroom
- Directors need to be made aware of the purpose, needs to be included in communication of request
- Joe – undermines the purpose of the project and creates additional expenses

Laptop Cart Request for SMS's STEM Academy – Kim Miles

- Kim – Dave Harner has been working with SMS on the STEM grant, the funding in the grant budget is \$2700 short of what they need to purchase 30 mini laptops, also need to order carts for the laptops
- Requesting \$4900 budget transfer from an equipment account that Dave has
- Mark – this may be over budget due to 2 year warranty and additional memory required
- All agreed to approve

2010 Lease Purchases – Phase 2 and Interactive Whiteboards – Mark Miller

- Mark – update on funding from the lease, \$289,000 is reserved for Glen Avenue/ Willards interactive whiteboard project, this leaves approximately \$26,000 additional, Mark needs direction on how to spend the residual. Bank wants funds obligated.

- May want to consider purchasing additional laptops – discussion followed on whether all principals, directors, supervisors, and coordinators have laptops
- Ruth – will check to ensure all have laptops
- Donna – to provide list to Brian of who has computers (quantities)
- Mark – need to decide if we will continue this effort in 2011, will bring more info to the next meeting to prepare for the budget

Funding for Promethean/SMART Board/Projector Bulbs – Tech Services

- Brian – keep in mind we need to maintain this, this needs to be supported in next year's budget
- Ian – we do not have bulbs in stock
- Bill – reiterated that this item has to be in the budget and supported by the directors and assistant superintendents
- Brian – this year we increased Materials of Instruction in the schools to cover
- Mark – individual pricing is not unreasonable compared to purchasing bulk - \$250-350 per bulb
- Ian – we are currently supporting four different projectors, funding needed to carry 10 of each type of bulb in inventory
- All agreed that the committee needs to plan on a centralized distribution and budget for next year for the bulbs

Miscellaneous

- Bill gave an update on the budget concerns. There is a freeze on positions and travel outside the state or overnight, these will require approval by an assistant superintendent. Both assistant superintendents are meeting with staff to look at cost saving measures for this year and subsequent years. We will not look to reduce staff; large number of people scheduled to retire this year, due to this being the last year of the ENP program. We will be scrutinizing every budget request that comes in. County has to be able to balance their budget; it will be passed down to us since we are such a large revenue taker of theirs.
- Bill reiterated that when providing an agenda item for future meetings, to provide the amount of time required for discussion for that item.

Adjournment

- Meeting ended at 11:25 a.m.
- Next meeting: [Friday, October 30, 2009](#) ~ 8:30–11:30 a.m. (Media Center)
(Please note the meeting date change; originally it was scheduled for Thursday, October 29)