

## **MDSB Tech Committee**

**December 8, 2020**

### **Minutes**

**Attendees:** Bill Borg, Shelly Chamberlain, Joe Luff, Jim Foudy, Kaycie Winn,  
Mandy Hathaway, Melissa Maini

**Not in Attendance:** Brakae Campbell, Beth Heflin, Carrie LaFay, Cody Hansen, David Pickard,  
Jake Olson, Matt Cavallin, Phil Schoensee

#### **1. District Update**

Tech committee met to create solutions for online instruction. A grant was written to secure tablets and cameras, and possibly mics. We are still waiting on laptops/tablets. The tools have been ordered, but haven't arrived yet. We've ordered additional ipad/laptop carts, but they haven't arrived yet.

#### **2. Tech Mission Statement**

Ideas generated last fall were:

1. "Enhancing Student Achievement Through Technology"
2. "Enhancing Student Achievement Through the Use of Technology"

The tech team settled on option 1.

#### **3. Tech Secretary**

Shelly is now the official secretary for the tech committee.

#### **4. K-12 Coding Initiative**

Last year the tech committee crafted and adopted plan for code.org tools district-wide. We held off on training and implementation due to COVID. Bill suggests that we continue to hold off for now.

Bill will reevaluate and investigate/create tools this summer for discussion and possible implementation next fall.

#### **5. Building Tech Help**

Would it be helpful to have staff on site to handle issues? AKA A few "deputies" in place at each site to help with IT overflow such as Windows updates, network issues (reboot wireless, wired backup), Uniflow issues, laptop setup, etc. These people would have higher admin rights to assist staff in their buildings.

Melissa would like to have persons at each building to help facilitate issues that can't be addressed by IT right away. She suggests that compensation would be great. Mandy agrees and states that Yes, I think it would help. Especially at the beginning of the year. Adam Mapp, Cody Hansen, KC Wheeler are all good at helping others at the middle school. I can help with Schoology and Teams. Kaycie suggests that it would be good as well. Perhaps the deputies could keep a log of time spent for compensation.

IT (Joe) says that ADMIN rights have been locked down more recently because of potential harm to our system. We need to balance between safety and convenience.

The idea will be tabled until Matt can be brought into the conversation.



## **6. Wired Network Backup**

Is a “wired” backup solution (for wireless down, etc.) already in place? Do all classrooms have a label with a hot jack in each room with a patch cable (or wire docking station?) Bill would like to add training next fall so teachers know how to connect when the wireless is down. Joe says that this shouldn’t be an issue because new laptops are connected to the docking station which is hard wired in. In addition, every room with a phone already has an active Ethernet jack. Possibly, building tech members could make sure that each teacher knows where the “live” jack is, and that it’s there for backup, and/or it should be plugged into something.

## **7. Streaming Tools Evaluation Status and Purchase**

The goal is to provide teachers easy access to tools for both synchronous (live) and asynchronous (pre-recorded). The tools would include:

- Webcam (w/tripod)
- Digital tablet (for annotating on screen)
- Separate microphone/PA (?)

Jim suggests that training takes place in phases as teachers get the tools. Kaycie agrees that teachers could train teachers as they get the skills. IT can set up the hardware, although teachers know best how to implement the tools.

The tools have been ordered, although they haven’t arrived yet.

## **8. Building Laptop Status**

There are 5-6 teachers who don’t have their laptops.

## **9. Next Year Budget**

The fiscal year 2022 will start July 1<sup>st</sup>. We have had significant resources for this year. Many items haven’t arrived yet. One item that we haven’t procured yet, was the headset microphone setup for teachers. Big ticket items need to be thought of before the next tech meeting. We need to look at updating projectors and/or moving projectors. We need a solid priority list before spring break preferably February. Continue with standardizing classrooms and secure needs and not necessarily wants.

## **10. Next Meeting Date**

Tuesday, February 9th