

**Charlotte Public Schools
District Technology Committee**

**December 8, 2005
12:30 – 3:30
Central Office**

MINUTES

PRESENT: K. Anderson, I. Balko, K. Caudell, J. Haston, J. Johnson, S. Kubica, D. Leckrone, J. Stewart, M. Taylor, T. Terry, T. Vagts, T. Vansyckle, L. Webb, T. Ritzema

Excused: J. Varney, T. Edwards, C. Ellinger, N. Herman,

The meeting was called to order at 12:35.

- 1) Teri, Karen, and Dian provided handouts and shared information about Graphic Organizers. Teri showed a demo of Inspiration and indicated how graphic organizers support the district writing and literacy initiatives. CPS already has Kidspiration available in the elementary buildings. Dian and Jim teach students how to use this program. According to licensing, copies can be placed on elementary teacher stations so that they can become familiar with how to use this product. After brief discussion, it was determined that licenses should be purchased for at least one lab in the middle and high schools. Sharon will use Technology funds to make this happen.
- 2) Jeff provided a handout and demonstrated how he uses BlackBoard with his students to deliver instruction and curriculum. This on-line product, which is funded by EISD for Eaton County teachers, offers many features that provide a great on-line experience for students. With the expected changes in requirements for high school students, BlackBoard could easily provide the required on-line instructional experience. Karen indicated that there was at least one high school teacher who was interested in using this product with students for peer editing of student work. Tina was very interested in using this product in vocational course offerings. Jeff is our district resource for this product and will continue to offer training for staff who are interested in learning how to use it. Angie Zeller from Eaton ISD is also available for training. More training sessions will be planned next semester.
- 3) After discussion, it was determined that Charlotte Schools did not need to provide access to commercial e-mail accounts for staff at school since those accounts are not required to conduct the business of Charlotte Public Schools. Staff always have the option to forward their commercial e-mail to the Charlottenet account.

- 4) Sharon shared information from Jen regarding the 8th grade Tech Lit Assessment Plan for CPS. It was recommended that Jen and Karen finalize written information about the plan and meet with Carl and Mary Taylor to inform them about the plan and seek their approval prior to the next DTC meeting in February.
- 5) Sharon provided copies of the DRAFT Grades 9 – 12 Michigan Educational Technology Standards and Expectations for review and suggested that committee members review them and make comments as requested to fauldsr@michigan.gov
- 6) Michigan LearnPort is a new on-line option for professional development and PD attendance record keeping. It was recommended that a sub-committee be formed to evaluate the product and determine how Charlotte schools can best use this option. Mary Taylor, Martha Wright, and Thom Ritzema volunteered to meet with Jen Varney to review the product and make a recommendation to the DTC at the February meeting. It was also recommended that a teacher join this sub-committee.
- 7) Sharon provided members with a handout outlining Laser/Desk jet printer cartridge costs and use. The district supports nearly 500 printers. It was recommended that the district continue to move from individual station desk jet printers to area network laser printers within buildings to minimize printing and printer maintenance costs.
- 8) It was recommended that we begin to provide server space to all high school students beginning in 9th grade so they can save important course documents on a server for access as needed throughout the building. Karen, Jen, and Tina will develop a plan to implement this recommendation and will share it with the committee at the February DTC meeting.
- 9) Sharon asked committee members for additional comments on the revised 2006-2009 District Long-Range Tech Plan. Sharon will make the recommended changes and post the draft on the district web site by January as required for USF reimbursement. Sharon will also continue the process to get required Board of Education, Eaton ISD, and State of Michigan approval by the June 30, 2006 deadline.
- 10) Sharon provided information regarding costs for the district Microsoft License as allocated by building and area. The committee discussed using Open Office in certain locations to reduce the annual licensing costs. Possible frustrations for staff if we change the software available to them were discussed. Questions regarding challenges that may come up if you work between two products were raised. Since Open Office is free to everyone, the ability for all students and staff to have a software at home that would be compatible with what is available at school would be very beneficial. Karen reported that she has been using the Open Office Suite almost exclusively for nearly 3 months, both to create new

documents and to retrieve and work on documents created in MS Office. She indicated that she had not experienced any compatibility issues.

It was recommended that Open Office be installed on all DTC member computers for them to use and evaluate. Discussion about this product will continue at the February DTC meeting.

- 11) Sharon shared statistics from the SCNC/Charlottenet Dial-up survey given to staff in November. Based on this information, it appears that less than 120 staff/students use the dial-up service. Most have opted to use faster service such as cable modems or DSL. Sharon will review the costs for providing this service along with anticipated changes in service from MSU to determine if this is a service Charlotte Schools should continue to provide.
- 12) Sharon provided all DTC members with instructions for accessing their network server space off campus. She asked them to try this from home and get back to her with suggestions for making the instructions clearer before they are made available to all district staff.
- 13) After checking on print quality options, in the interest of saving cartridge costs, Sharon reported that the print quality on all color laser printers in the district has been set to the lowest quality option. After review of the differences in print quality grades, it was determined that users would not see a significant reduction in the quality of printed color pictures and documents.

The meeting was adjourned at 3:30 pm.

The next DTC meeting is:

Thursday, February 9
8:15 – 11:15am
Central Office Board Room