

MEDIA AND TECH TALK

by Sharon Kubica



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AUTHORS VISIT ELEMENTARY SCHOOLS

David Anthony and Charles David, authors of the *Knightscares* series, visited each elementary building on February 8 or 9, to share stories and encourage the districts 3rd and 4th graders to read and write daily. Reading a chapter from one of the titles in the 6 book series, sharing stories about how they became interested in reading and writing as children, and talking about how they develop ideas for their books, entertained and encouraged students. Students were able to purchase their own autographed copies of books from the series. The Elementary Media Program was excited to sponsor this activity as a prelude to the many March is Reading month activities that are being planned.

NAN HERMAN RETIREMENT

With more than 27 years of service to Charlotte Public Schools, Nan Herman has announced her retirement effective February 28, 2006. Her years of service included work in the high school main office and most recently as the software support specialist for the district Technology Office. Nan will be missed for the gracious and caring manner in which she supported district teachers, secretaries, and administrators as we all used the Skyward Student Management software and gradebook. Every request was met with a willingness to help and teach so we could become more independent users of these products. Nan has been a long standing member of the District Technology Committee. Her contributions over the years have been many and far reaching. We wish her well in retirement.

The District Technology Office invites you to send Nan a card or stop by on Monday, February 27 from 3:00 – 4:30 to thank Nan in person.

TEACHER WORKSHOP AT EATON ISD
March 6 – 16 from 2:00 – 7:00pm Mon – Th.
Call 517-224-1471 to make an appointment or just stop by.

COST SAVING PHONE CALLING

Just before Christmas, the Transportation Department was added to our district phone system. To avoid a per call charge, please dial the 4 digit ext: 5400 on any district phone. Off site, their phone number remains the same at 543-3400.

During a recent review of phone calling options and services, it was realized that when calling the following off-site locations, use of the noted 4 digit extension will also avoid a per call charge to the district.

St. Mary's School	6016
Eaton IDS	6019
Eaton County Credit Union	6020
Eaton County Post Office	6022

CALLS TO INFORMATION

Over the last couple of months, the number of calls to "Information" has been increasing. Each call made to information from a district phone has a charge. Please use this service only when necessary since the monthly cost to the district averages \$50.00.

Local Directory (555-1212)	\$.75
Call Completion	\$.30
National Directory	\$1.25

OFF-SITE ACCESS TO FILES IN SERVER SPACE

Charlotte staff can now access files saved in individual server space from home or off-site. Large files will require a cable modem or DSL service; however, most word documents can easily transfer over dial-up lines. DTC members have been testing the process with good results. Basic instructions are available from your building tech staff. As always, you can continue to e-mail or save to a memory key files that you wish to work on between home and school.

TWO SIDED PRINTING OPTION

The district's large volume copiers have the ability to print on both sides of the page, saving paper and the need to staple. To use this two-sided copy option, once you select the 8500 printer, go into PROPERITES, select: *Finishing Tab* then under *Print Style* select: *2-sided printing* and click: *OK*. Building tech staff will be glad to walk you through this printing option.

TECHNOLOGY STAFFING CHANGES

John Budd began work at Washington School as the building Lab Manager/Tech Support on February 2. He will work part-time at Washington and is currently seeking a degree at LCC in Computer Repair. We welcome him to the district technology staff.

Christine Wine, High School Lab Manager/Tech Support is leaving on February 22 for a new position at D&L in Portage. During her tenure at Charlotte, Christine began as the Lab Manager for Parkview Schools and moved to the High School last year. We thank her for her service and support and wish her well in her new endeavor.

Interviews are underway to find replacements for both Nan Herman and Christine Wine. In the meantime, current tech staff will provide service in these two areas. Please contact the district Tech Office ext: 5750 or the high school media center ext: 5630 with requests for assistance.

TECH TRAINING SCHEDULE

A technology training schedule has been developed for February and March. The schedule for February was e-mailed to all staff and the one for March will be e-mailed in the near future. The schedule is also available on the Teacher_Place web site or from Gloria in the Technology Office at ext: 5750 or wilsong@charlottenet.org. Consider taking some technology training to gain Professional Development hours.

COMPUTER MONITOR ENERGY CONSERVATION

The District Technology Committee recently decided to implement an additional energy conservation option for computer monitors. Tech staff will be working through each building to select a "sleep mode" option for all monitors that will take affect after 5 minutes of inactivity. Once initiated, instead of seeing the desktop or a screen saver on a monitor, the screen will be dark – appearing to be off. Moving the mouse or pressing on a keyboard key will "awaken" the

monitor. This will begin in all computer labs since these monitors require more power than the new flat panel monitors on teacher stations. Once a monitor has been set for this to happen, a small sign will be attached to the monitor. It is important that you still REMEMBER TO TURN OFF COMPUTERS AT THE END OF THE DAY since they will continue to draw power even though the monitor appears to be turned off.

DISTRICT TECHNOLOGY MEETING

The following items were discussed at the February 9, DTC meeting:

- 1) iSafe and Internet safety instruction for students
- 2) New High School curriculum proposal and technology requirements
- 3) 8th grade Tech Lit Assessment plan for CMS
- 4) 9th - 12th grade proposed Michigan Educational Technology Standards (METS)
- 5) Michigan Learn Port participation and pilot at Washington School
- 6) Plan to provide server space for High School students
- 7) Guidelines for computer use by daily substitute teachers
- 8) Open Office use for staff, students, and parents
- 9) Off-site access to files in server space procedure
- 10) Power conservation options for computer monitors
- 11) Technology integration use and practices by staff and students
- 12) Evaluation of new document cameras (visualizes) for purchase

*May your troubles be less,
And your blessing be more.
And nothing but happiness,
Come through your door.*

