

**Charlotte Public Schools
District Technology Committee**

**October 13, 2005
8:15 – 11:15am
Central Office Board Room**

MINUTES

PRESENT: Karen Anderson, Dian Leckrone, Jim Stewart, Lori Webb, Jen Varney, Sharon Kubica, Thom Ritzema, Mary Taylor, Tim Vagts, Ida Balko, Nan Herman, Jeff Haston, Judy Johnson, Teri Terry, Tina VanSyckle, Bill Neff

The meeting was called to order at 8:20am.

- 1) Committee members reviewed the draft of the 2006-2009 District Tech Plan. Special attention was paid to the Tech Plan Goals. Writing a 5th goal was recommended that addressed student achievement. Other suggestions for organization, grammar, and conventions were made. Sharon will work with the Tech Plan sub-committee to make the recommended changes and additions and bring another draft to the next DTC meeting for review.
- 2) Jen led a discussion about the 8th Grade Tech Lit Assessment options and reporting that will be due June 2006. One major concern is that not all Middle School students take Technology Class rotations each year due to double Music selections. It is possible for a Middle School student to only have a single tech class rotation in the 5th grade for the entire 4 years. Jen will work with a sub-committee to develop a plan based on the discussion considerations and report back to the DTC at the next meeting for plan approval and recommendation.
- 3) A discussion on color laser printing options and possible restrictions recommended the following actions:
 - a. Set the print options to DRAFT to conserve ink
 - b. Continue to filter the reports for printer use and share with the building principals
 - c. Use Tech Talk to educate staff about printing options for color pictures that are more economical
 - d. Recommend that staff purchase “certificate stock paper” for printing of certificates, etc.
- 4) Access to commercial e-mail sites at school is sometimes desired by staff but proves to be a distraction for students who should be working on class assignments and activities when in computer labs. At this time, the district Internet filtering options do not allow access to commercial e-mail for anyone. This access could be provided but would require a second log-in for everyone at

the startup of computers since access to commercial e-mail would be provided by login authentication rights without time restrictions. Providing staff access to commercial e-mail sites at school was tabled for further discussion at the next meeting.

- 5) Michigan LearnPort is an on-line product that provides access to professional development modules and a location to keep records on professional development participation. The Mich. Dept. of Ed has launched this site and recommends that each district create a committee to determine the level of participation and district specific set-up options. Jen will do a demonstration at the next DTC meeting.
- 6) Graphic Organizers are used to help students organize their thought for discussion or writing. Kidspiration is available and used in the elementary computer labs. Inspiration is the middle/high school product option. With the district NCA goals on Writing, using this software may be a recommended strategy. Teri Terry will do a demonstration of these products at the next meeting.
- 7) Judy Johnson brought up Galewood specific issues (access to the Media Center and Literacy Bookroom). Sharon will work with Mrs. Edwards to resolve these issues.
- 8) Concern was raised about the network copier breakdowns at the start of the school year. Some committee members were interested in making sure that these copiers were maintained and repaired as needed. Sharon will investigate this issue. (According to the Business Office, approval for expensive repairs to both the Parkview and Middle School network copiers were approved and completed.)
- 9) Jen reported on the Michigan Virtual School options for both High and Middle school students. CPS currently has 20 licenses to use this on-line curriculum paid for by the District Curriculum Office. New middle school courses are being launched to help middle school students access curriculum that might not be available to them. These new options should be investigated by Middle School staff for possible use.

The meeting was adjourned at 11:15am.

Next meeting:

December 8, 2005
12:30 – 3:30
Central Office Board Room