

**Larkspur School District
District Technology Meeting
February 11, 2008**

Attendees	In attendance: Valerie Pitts, Marilyn Clark, Andy Boone, Carol Halpern, Bob Montes, Stuart Reiter, Kim Murray
Agenda Item	Discussion
1. Tech Plan	<p>1. Submission cycle for the new tech plan is October 2008. V.P. stated that the tech plan would need to go before the board at least twice before it is submitted to the state. This means it will need to be ready for the August meeting. S.R. suggested that we complete before the end of school</p> <p>2. A wiki has been created by K.M. that includes all areas of the tech plan. http://larkspurtechplan.pbwiki.com/. K.M. has asked that Input on Tech plan from tech committee become a standing agenda item until completed</p> <p>3. B.M. suggested we create a timeline for completion and section assignment. The committee started section assignment during this meeting. B.M. & S.R. will be working on the curriculum portion of the tech plan and this will begin in April. K.M. will tackle all other sections with the input of the tech committee.</p> <p>4. There was a lengthy discussion as to the handling of the professional development section of the tech plan The district tech committee will tackle the professional development section of the tech plan during our April meeting. At that point the Ed Tech Profile survey results will be available and will be used for input. C.H. suggested we come up with some ideas on how to creatively build in time for training. She also suggested that we use the school calendar to free up instructional minutes to use for tech training. All agree that there is more time needed for tech training. V.P. stated that roundtable is currently discussing the calendar and that she'll work with roundtable to carve out more minutes for tech training.</p> <p>5. K.M. explained that we MUST include cyber bullying information in the new tech plan. We must make sure to add curriculum at all grade levels and have 1 locked computer at each site with unfiltered access. V.P. asked that K.M. provide her with the cyber bullying policy for the April agenda of the Board meeting.</p>
2. District Phones	<p>1. V.P. stated that the district would like to move away from Verizon wireless and the way we use cell phones to save money. Since there is a purchase freeze we are waiting to see what will happen before we move ahead with the switch.</p>

3. Field Trip Forms	1. VP would like to have automated field trip forms and purchase order system utilizing FileMaker. M.C. stated that her old school had this item and would get in touch with them to see if it is available. K.M. stated that she would check with a FileMaker developer she knows and see if they have anything available.
4. Non-Agenda Items	<p>1. K.M. stated that she is currently in the middle of a district computer inventory. She is concerned about the issues with the currently online inventory and has started one from scratch. She believes she will be completed by the end of the week and then will send the data to AVS. She has already voiced her concern over using this service. V.P. stated that she should not pay for the service if it is not working correctly. K.M. will follow up with the team at the next meeting.</p> <p>2. Library Server. C.H. voiced concern over a server that is starting to act “funny”. She is worried that there is no money in the budget to replace the server. The committee discussed a raise the paddle item to replace the library server. Everyone was in agreement that this is a great idea.</p> <p>3. Data Director – KM stated previously scheduled data director classes have been cancelled. V.P. stated that there would be 2 seminars on March 31st for teachers. SR & BM both stated they should attend. http://signup.marinschools.org. V.P. has stated that online assessments should be available by July.</p>
9. Next Meeting	March 24 th 3:15 PM