

District Technology Meeting Agenda

November 06, 2006

In Attendance; Valerie Pitts, Marilyn Clark, Daniel Norbutas, Carol Halpern, Kim Murray, Bob Montes, Stuart Reiter

1) EXPECTATIONS

a) POWERSCHOOL PARENT PORTAL

- i) *Test group rollout date* - It was decided via committee that the parent portal of PowerSchool would be implemented on a test basis beginning with the 3rd quarter at Hall Middle School. K.M. will work with D.N. to work out implementation details. D.N. will speak with teachers to see if any would like to volunteer to be part of the test process.
- ii) *Website disclaimer / documentation* - K.M. will provide the website disclaimer as well as the documentation necessary for the parent portal roll out. As a committee it was decided that since PowerSchool has provided districts with ample roll out documentation this existing information would be formatted to meet the districts needs instead of recreating from scratch.
- iii) *Teacher training* - B.M. will conduct teacher training. K.M. will provide B.M. a copy of the PowerGrade training documentation she received at PSU to aid in his training program. K.M. will assist B.M. in a support roll during the roll out process.

iv) *Parent training* - To Be Determined

v) *Parent Support / Server Availability* - To Be Determined

- b) **TEACHER TRAINING** - B.M. and S.R. are currently conducting weekly training for their teachers in misc. software applications. K.M. asked if it would be worth working together to create training documentation since many of the items they are training on may be the same for both sites. Both S.R. and B.M. stated that although training is alike to a point that each school has very different needs and therefore working together to create documentation may not work. K.M. asked that she receive documentation of any training that is done for technical support purposes.
- c) **EMAIL** - As a part of the teacher training discussion and as in earlier meetings it was decided that although B.M. or S.R. may teach the use of third party software to receive email the only help desk support provided would be for the web based interface from the county. There was some discussion of changing the Larkspur School District email provider by either bringing it in house or using .mac. This discussion will be revisited throughout the school year.
- d) **.MAC.** - B.M. is currently training teachers in the use of .mac for websites, groups, calendar sharing, etc. He is also evaluating if moving to .mac for email would be feasible. K.M. asked if there is enough storage with 1G per account. B.M. stated that those that might use email more frequently could receive larger accounts. K.M. reminded the committee that with the large amount of email accounts (200+) the cost might be prohibitive. This issue will be discussed further at later meetings.
- e) **TEACHER WEBSITES** - Although there are many teachers creating websites at this point it is not a teacher expectation.
- f) **TECHNOLOGY USAGE** - The committee started to put together a list of expectations for computer usage by teachers. V.P. will draft a document that includes the points

discussed by the committee and will then discuss with teachers at both sites. From these discussions we will implement a plan for teacher computer usage and for the training necessary to support this usage. The draft points are below:

i) Current Expectations (draft)

- (1) Enter attendance in either PowerGrade or PowerSchool Teacher
- (2) Enter progress reports and quarter grades in PowerGrade (Hall)
- (3) Review district provided email daily
- (4) Basic proficiency with Microsoft Office Suite
- (5) Use of the web based help desk to log help requests

ii) Future Expectations (draft)

- (1) Homework available to students via the internet
- (2) PowerGrade used to record all student grade information to support the parent portal (Hall)
- (3) Increased proficiency with Microsoft Office Suite

2) NEXT MEETING- TBA