



Information Technology Department TLC Meeting Minutes

Date: Mar 19, 2008
Meeting: Technology Leadership Committee (TLC)
Topics: Approve Hardware, Receive Update on Technology Installations, Observe Demonstration of SMART 680i2 Device
Location: SAB Room 206
Prepared By: Luke Fox

These minutes represent the areas discussed, the decisions reached and the agreed upon action items.

Attendees:

Present	Name	Dept./Campus	Present	Name	Dept./Campus
x	Luke Fox	IT	x	Ida Thompson	ITS
x	Mark Leslie	IT		Dr. Robert Kirton	CATE
x	Doug Bennink	IT		Carla Burton	CATE
x	Nicole Riddle	C&I		Andress Carter-Sims	C&I
x	MaryAnn Sansonetti	ITS	x	Madell Dubrushin	ITS
x	Lashonda Outing	Procurement	x	Kathy Sutusky	Eau Claire HS
x	Tambra Pingle	Gibbes MS	x	Pamela Kimbrough	Eau Claire HS
	Cindy Ferjani	IT	x	Chanta McCoy	IT
x	Linda Bartone	ITS	x	Dr. Toni Gardner	C&I
x	Renee Mathews	C&I			

Meeting Notes

1. Luke called meeting to order.
2. Welcome/Introductions – None.
3. Minutes from the Feb 27th meeting reviewed. No changes/additions. Minutes approved.
4. Consent Approval of Hardware and Software.
 - a. Hardware
 - i. Gibbes/Tambra Pingle
 1. Projector – 1
 - ii. Perry/Jane Speight
 1. SMARTBoard – 1
 2. Projectors – 2
 - iii. Hopkins Middle/Goler Collins
 1. SMARTBoards – 12
 - iv. Sanders/Ramona Mack
 1. SMARTBoards – 8
 - v. Columbia/Julie Gardner
 1. Projectors – 15
 2. SMARTBoards – 20
 - vi. Southeast Middle/Barbara Tackett
 1. SMARTBoards – 13
 2. Projectors – 3
 - b. Software – None. (Ms. Mathews later provided update. See #10 below.)
 - c. Chanta McCoy briefed status of in-progress technology requests. Status chart will be posted to TLC web page. A suggestion was made to add a link from the RCSD1 homepage to the TLC page.



Information Technology Department TLC Meeting Minutes

5. Technology Projects Requests reviewed. No change.
 - a. After School Software – RFP at Procurement for release.
 - b. Instructional Management System (Edsoft current system) – scope of work at Procurement
6. Technology Installation Status
 - a. Phase I (Technology Infusion Project) – Complete; two projectors (Eau Claire and CAJ)
 - b. Phase II – Chanta scheduling single site surveys for schools whose requests have been approved by C&I
 - i. Priority given to A+ then Priority schools then all others (provided they have submitted their requests)
 - ii. Site survey will include data cabling, electrical contractor, maintenance (to oversee electrical contractor), and board/projector vendor
 - c. Phase III – District Funded – not yet started. Luke stated he would get remaining fund amount from budget and meet with Renee to develop proposals.
7. Technology Selection Process. No comments.
8. Standard Classroom Response System (CPS) - Luke asked if there was a district standard Classroom Response System (CPS) since there are at least three types in the district. Ida said no, but said ITS would test the Senteo and make a recommendation at the April 30th TLC meeting.
9. Macbooks were approved as a one year pilot for video editing classes at three schools: CA Johnson, A. C. Flora and Dreher.
10. Renee asked the group to consider making a recommendation to the Cabinet to limit software review to once a year. The majority of the group agreed that this was a good idea. Luke will develop a plan.
11. Renee recommend the TLC recommend to the Cabinet that school not be allowed to put pilot software in schools (example Study Island) without C&I and TLC approval.
12. Renee provided an informal update of the status of software from C&I's perspective.
 - a. Co:Writer (Fairwold) – Referred to Special Ed; response due Mar 21st
 - b. Co:Writer (Fairwold) - Referred to Special Ed; response due Mar 21st
 - c. Draft:Builder (Fairwold) - Referred to Special Ed; response due Mar 21st
 - d. Write:Outbound (Fairwold) - Referred to Special Ed; response due Mar 21st
 - e. My Reading Coach (Forest Heights) – Denied; too costly
 - f. Questia (Lower Richland) – Denied; Ida will discuss with teacher
 - g. Mind Reading (Southeast) – sent to ITS
 - h. Band in a Box (Eau Claire) – Approved by C&I
 - i. SWIS (Pine Grove) – Approved by C&I
 - j. Wolfvision Visualizer (CATE) - sent to ITS
 - k. Automation Studio (CATE) - sent to ITS
 - l. Study Island (Taylor) - Denied
 - m. Naturally Speaking (Special Ed) - response due Mar 21st
13. Luke proposed two definitions for classrooms to allow easy designation of the level of technology.
 - a. Technology Enhanced Classroom – Projector (mounted or portable), electronic whiteboard, sound system, two teacher/student computers, printer
 - b. Digital Classroom or 21st Century Classroom – Technology Enhanced Classroom PLUS teacher laptop, seven student computers, teacher sound system, classroom response system, document camera, tablet/slate, scanner, fax, digital camera
 - c. Committee generally agreed with the definition of Technology Enhanced Classrooms, but preferred the title Digital Classroom over 21st Century Classroom.
 - d. Committee agreed to think about technology that would be appropriate (example: Is a fax appropriate for a Technology Enhance Classroom; What other devices would be appropriate for a Digital Classroom?) and discuss at the next TLC meeting.



Information Technology Department TLC Meeting Minutes

Action Items: (Items shaded are complete)

ITEM	DATE	ISSUE	PARTY RESPONSIBLE	DATE DUE
1	Nov 28	Add an IT person to the Textbook Adoption Committee	Nicole Riddle	TBD
2	Feb 27	Change flowchart to have requests go to Renee Mathews	Luke Fox	Mar 7
3	Feb 27	Post In Progress Technology Requests document on TLC web page	Chanta McCoy	Mar 7
4	Feb 27	Schedule Phase II site surveys	Chanta McCoy	TBD
5	Feb 27	Post correct forms and directions on TLC web page	Luke Fox	Apr 15
6	Feb 27	Add portable projectors as a TLC exempt item to the exempt items document on the web page	Luke Fox	Apr 15
7	Mar 19	Get Cabinet approval for a single software review period each year	Luke Fox	May 28
8	Mar 19	TLC recommend to Cabinet that school not be allowed to put pilot software in schools without C&I and TLC approval	Renee Mathews/Luke Fox	TBD

Request for Information Log:

RFI#	Description	Date Sent	Requested Response Date	Response Date	Remarks

Preparation for Next Meeting:

Date/Time: Apr 30, 2008
 Location: SAB Room 206
 Preparation Required: None