

Technology Committee Minutes
July 28, 2011

Meeting was called to order at 5:02 p.m. at the Pana Unit Office Board Room

Chairman Schafer called the meeting to order.

Members present: Schafer, Beyers, McLeod

Members absent:

Superintendent Present: Yes

Visitors: Scott Savage, David Dively, Jessica Miller

The committee discussed the following:

1. ***Approval of the Minutes from May 3, 2011*** - Motion by McLeod; Second by Schafer.
2. ***FY11 End of Year Budget Update*** - Mr. Dively gave a brief update on the Computer Assisted Instruction Budget for FY2011. As of 6/30/2011, the district has expended 71.42% of the Technology Budget for purchased services, software, and hardware. The FY2012 budget has been set for approximately the same amount for these areas at \$155,500.
3. ***E-Rate Update*** -Mr. Dively reviewed the E-Rate Credits received by the district at the present time. The district has received \$7,301.22 in discounts for T1/Metro-E lines, \$19,372.94 for local and long distance lines, and \$2,746.40 for cell phones. (Total Credits to date = \$29,420.56).
4. ***Lumens Software Update*** – Mr. Savage reviewed the progress on the Lumen’s WeBSIS software. The server to host the information is installed and running. Training has already taken place in some areas and will continue with teacher training on the institute dates of August 17 and 18. The company has been very responsive to provide technical support. Backups are taking place both locally and off site. The parent portal should be available at the start of second semester.
5. ***Unit Technology Integration Specialist*** – Mr. Dively and Mrs. Miller reviewed with the Committee the status of Mrs. Miller’s credentials as Unit Technology Integration Specialist. Mr. Dively reported that he has been in contact with the Regional Office of Education to discuss the certification and TRS issues related to the position. Mrs. Miller explained that she has also been in contact with the R.O.E. and SIU – Edwardsville to make sure that she has all of the course work and completed all the requirements to receive the endorsement of Technology Specialist. Mrs. Miller reported that she has also completed 1 of the classes required to receive her Middle School Endorsement. She is currently waiting for word from the Regional Office and ISBE as to whether she will need an additional course for the technology endorsement.

6. **Goals/Budget Priorities for FY12** – Mrs. Miller reviewed the goals that she has developed for the FY12 school year. Three S.M.A.R.T. goals were included that focus on increasing the percentage of teachers that use websites/blogs to communicate with students and parents, expose students in grades 2-4 to internet and social networking safety, and use available technology in grades 2-4 to improve reading performance. Mrs. Miller will have offices at Lincoln School and the Junior High. Although she will work with staff from all grade levels, her focus initially will be with elementary students and staff. The Committee discussed how the goals identified by Mrs. Miller will become goals for the staff and how the progress toward these goals will be evaluated.

7. **5 Year Technology Plan** – Mrs. Miller and Mr. Savage reviewed the blueprint for the 5 year technology plan. The plan will be reviewed every 6 months to determine progress toward the goals and to evaluate the effectiveness of the initiatives in the plan. For FY12 the plan includes the installation of 4 SmartBoard kits for Washington and Lincoln Schools, 2 Smart Responder Kits for Washington School, an IPAD2 cart for Lincoln School, and Netbook lab for Jefferson School, updating 30-60 computers at PJHS with Windows 7, and beginning to use the Conference Bridge and Desktop Sharing features of the Mitel phone system. The IPAD2 cart for Lincoln School will be targeted as a partnership with the Pana Education Foundation and local business supporters. An open house will be planned to demonstrate the cart and give recognition to the businesses that helped to purchase it. In addition the necessary professional development will be provided to support the implementation of this equipment.

FY13 – FY16 were also highlighted. Key additions for these phases of the plan include: IPAD card with keyboards for PJHS and PHS, the development and implementation of a “Take Home” plan for IPADS or netbooks, and the use of a course management system in grades 6-12. A key consideration of the plan was to increase the availability of “One to One” computing and at the same time provide a plan that can be sustained financially.

8. **Next Meeting Date:** Tentative meeting dates were set for September 14, 2011 and December 7, 2011. The meetings will be held at 5:30 p.m. at the Unit Office Board Room.

A motion was made by Beyers and seconded by McLeod to adjourn the meeting of July 28, 2011 at 6:35 p.m.

Member

Member