MINUTES OF THE
DIVISION TECHNOLOGY ADVISORY COUNCIL MEETING

A meeting of the Division Technology Advisory Council was held at the School Board office on Monday, November 5, 2007, at 9:30 a.m.

The following members of the committee were in attendance:

Rickey W. Parker, Assistant Superintendent for Information Technology
Cathy Scolpini, Lead Instructional Technology Resource Teacher
Darrell B. Wilkerson, Information Technology Lead Technician
Dr. Lillian Holland, Assistant Superintendent for Instruction
Clarissa T. Knight, Assistant Superintendent for Human Resources
Ann Cassada, Director of Secondary Education
Clarke Scott, Director of Middle Education
Rebecca Smith, Director of Elementary Education
Ross Johnson, Community representative
Sherri Hayward, Brosville Elementary School parent
Julie Carter, Chatham Elementary School parent
Lynne Shelton, Gretna Middle School parent
Harold Williams, Tunstall Middle School teacher and parent

The following individuals were not in attendance:

Jimmie Tickle, Principal, Career and Technical Center
Patrician Compton, Community representative/secondary-Gretna High School
Sandy Simpson, Gretna Elementary School, parent
April Oakes, Kentuck Elementary School, parent

Mr. Parker called the meeting to order and welcomed each person in attendance with a note of appreciation for serving on the advisory council. The committee will meet twice a year to discuss pertinent issues relative to technology dictated by the State of Virginia. At this time introductions followed.

Mr. Parker opened the meeting with the topic of committee concerns to the members present. The following items were discussed:

- Ann Cassada – Could the instructional technology resource teachers assist with the "Virtual School" program? Cathy Scolpini's reply to the question as "they may assist with the program."
- Clarke Scott – Expressed appreciation to the staff of the Information Technology for assistance to the middle schools.

Mr. Parker discussed the MRSA issue relative to the computer labs in the schools. The labs will be sprayed once a week until further notice with a chemical called "Sani-guard." This is a very expensive product purchased by Don Johnson from the Maintenance Department. Mr. Parker and Mrs. Scolpini have tested the product in the lab and it will be used by the technicians and some of the ITRT's performing the duties. Ross Johnson's recommendation was to wash your hands before and after the use of the labs. Mr. Parker stressed to the committee the importance of personal hygiene.

The Acceptable Use Policy approved by the school board was presented to each member in the packet of information.

On the topic of installation and movement of equipment-- staff members are not to move equipment as this creates issues of safety with OSHA. Personal equipment used in the classroom is not to be installed on the network.

Mrs. Scolpini discussed the *Virginia Department of Education's Division Implementation Rubrics for Acceptable Use Policy and Internet Safety Program* brochure. At the present time, we are ahead of the game. Surveys were sent to the staff about internet safety issues. The recommendation from the survey results were some on-line training. In the past year we have used I-safe program to teach internet safety but at the present it is not being taught by the ITRT. In the future, the creation of the internet safety curriculum needs to be designed to comply with the 2008 document deadline from the Department of Education signed by our local superintendent. One idea for integrating the program is by documentation in the lesson plans, SOLs, and the pacing guides. This issue is bonded by the state and federal laws which would prevent the school system from receiving e-rate funds. The school system presently has an up-to-date approved technology plan.

Mr. Parker discussed the security issues with the network as being a very difficult issue and the use of the USB is to be removed from the schools. In some situations, a list of users is to be provided to the technology staff, to use the USB ports in some classes at the school. Some students need access to work on class materials at home and the suggestion of emailing the data to the account for use at home. The future plans are to give each student a personal login and provide the teacher with the login for the students possibly through SASI. This will secure our servers and any unnecessary loading of data on the present servers. More servers are being installed at the present time.

Mr. Wilkerson led a discussion on blocked sites. The filtering system presently used blocks the sites and not the staff of the IT Department. The teachers are not using the override feature for the staff to review the sites for release and use. The encrypted site issues are based on the educational value of usage. This is a very time consuming issue and a constant battle between private and system use. The system is for the purpose of Pittsylvania County Schools.

Some of the instructional technology updates - The purchase of the Blackboard software used by the teachers to upload homework has been purchased by several departments for the coming school session. The program that funded this very expensive program was lost two years ago. Teachers asked that this program be renewed.

During the past school session the school system received additional monies from the state in the amount of $200,000.00 because of the increased enrollment.   The following items were purchased with these funds for use in the 2007-2008 school sessions: Smart Board – one in each elementary school, LCD projector in classrooms per request of teacher, wireless slates, printers, and document cameras to the high school to enhanced the teaching through technology. An email received by Mrs. Scolpini was read expressing the pleasure of using the equipment in her classroom teaching.   Also a visual presentation was presented on the use of these items at the conclusion of the meeting for viewing by members attending the session.

Plans to communicate and share information via email was discussed. A spring meeting will be held on April 7, 2008 at 9:30 a.m. in the School Board office.

With no further business to discuss, the meeting was adjourned at 11:05 a.m.