

Woodland District 50

Technology Vision Team Meeting Notes

Thursday, October 14, 2004

In attendance: Joan Brixey, Liz Fogarty, Cindy Hooper, Greg Johnson, Elissa Krex, Rich Pattison, Peggy Pohlmeier, Judy Ryan, Kathy Tragasz, Cameron Willis, Tony DeMonte, Scott Mitchell, Melanie Cirrincione.

Minutes taken by: Elissa Krex

1.) South Campus Computer Installations

All completed with the exception of Primary Lab. The permanent lab will be with hard wired desktop computers; power has been dropped into the room and the LCD projector will also be installed. The ESC also got some new computers to replace the old ones.

2.) South Campus Network Upgrades

Bids are in and they go to the board next week. 3 manufacturers have been sent out for bid and they will go to the board. The update will be done at night so as not to be disruptive to classroom activities during the day. 30 working days will be estimated to complete the installation from the time when the equipment arrives. We will also be activating all ports in every classroom. Realistically this should be completed by the end of the school year. The old equipment will be distributed to each classroom to increase the machine count to 2 a room.

3.) Measurement of Academic Progress Testing

Middle School – testing went really well. Kids interest level was higher because of the computer factor. Better than paper/pencil tests. Gifted on occasion seemed frustrated saying it was hard. And some complained cause of the fact they could not skip a question and go back to them. Other languages offered? (Korean, Japanese, Russian, etc.?)

Tech Department – went very well. \$3,000 cost that was not anticipated, but covered. Put the tech department behind in all other factors for M.A.P. Testing. Next year should go better with everything in place.

4.) District Network Update

Serious problems found. Routing needs to be redone. It was going through the old district office and going back to each building.

5.) Apple Training

Training started yesterday. Not what everyone was expecting for the first class topic. Future classes are hopefully going to be more on topic for the class titles. Other classes: iLife, iMovies, Office, iPhoto are some of the titles still upcoming.

6.) Kerio Email Update

We are experiencing problems with this new software. The program itself has a built in SPAM filter. Way better than last year when we were getting overloaded with SPAM. It filters every night and checks for viruses. Same format inside and outside of district. We are experiencing set up issues. Attachments through Mozilla were coming up as bin hex language. We have now had the company send a fix for this problem. This week this will be

downloaded on all building machines this week. Group set up was also a problem. We have talked to techs and admin and tech advisors to get lists to build all of the groups for each building. Customizing will be able to be done for staff at a later date. Training will be done by the tech advisors during the week of the 25th through the 29th of October. Each building will have different types of training based on previous training that was done by each tech advisor. This type of implementation will not be done on any future software installs. Crashing issues are being cleaned up at night by Mike Thunholm at the middle school. We have been upgraded to level two on the help desk from the company. We hope to have these issues cleaned up shortly.

Action:

Web Site Design Process

This committee will be looking at the process of redesigning the district website. We will generate the information that will enable the redesign of the district site. For the community, the staff and students. This is part of the district goal for this school year.

What does the community and public see as related to our district website. The feedback is not currently positive.

? When you go to a website what are the things you expect from the site?

- Quick current links to other information needed
 - Secure information about our children
 - Search capability
 - User friendly, easy to follow – white space is a good use on the page to ease use – consideration of the audience who is going to use the site
 - Phone numbers/contacts/building hours easily accessible
 - Needs visuals – pictures instead of many words (ex. Transportation = bus picture)
 - Loading quickly regardless of internet access speed
 - Back button working/dead links/dead-end links
 - Accurate information/grammatically correct/Easy to Read!
 - Ability to hop to any section of the site from any section of the site instead of going back to the home page
 - Who wrote it, contact them address and when last updated
 - Online copies of hard copies – Templates for district forms
 - Individual school calendars – event information
 - Consistent theme, look for the site
 - Logical organization of site
 - Website is flat, as opposed to a deep website – not so many clicks to get what you want
 - Consistent across platforms and browsers
 - Understandable language – does it make logical sense with the information that is there
- Timeline – current website will be cleaned up – resources will go to revamping – graphics, navigation, language – full on redesign. First on a test server in district till it is ready to be critiqued by committee. Future it will go out to the community.

Current complaints – links that don't work, update information, design too busy, misspelled words, incomplete information, colors are too hard to focus on and detract from information given.

Design – simple and subtle/focus on information itself

Websites should give and take information with the user.

Information for Website:

- **Board** – mtg. Dates, agenda, form of communication, calendar, location of meeting, information on board member background, board email address, election time and who is up for election and their information on why they are running for office, length of term in office, how to be prepared to express your concerns at a board meeting for a parent presentation and what to expect from the board as a response.
- **General Information** – district mapping boundaries, type in address to see if they are in district, building addresses, phone numbers and office hours, directions, attendance procedures, school closure information, homework requests, tardy procedures, discipline handbook, strategic alignment, mission statement, upcoming events for each building, directory of staff.

***Homework – keep sheet and think about different areas and add more areas and add ideas for each topic and bring back to next meeting to discuss to fill in information for the new design of the district website. (Administration, schools, employment, Skyward, testing, calendars, etc....)**

This process can take about 2 years...

Our next meeting date is November 18th at 6 pm in the ESC.