

**Technology Subcommittee Meeting
November 20, 2008, Period 4
Room Shop Four**

Those present: Brian Defer, Stacia Salanoa, Tom Campbell, Jan Biby, Roman Hrynyszak, Kevin Kilpatrick (part of the meeting), Onofre di Stefano (briefly).

Laptop Check-Out System: Tom Campbell produced the district memo governing assignment of equipment to employees who will be taking equipment off-site. The memo indicates that the maximum term of permission is 6 months. Bell has been following a policy based on a 3-month cycle. It will be recommended to School Based Management Council that we change our policy to align with the district memo. This means that employees can check out a piece of equipment for 6 months before returning it for possible renewal.

Turning Technologies: Brian Defer reported on the recent vendor demonstration this technology, which enables immediate student interaction with a lesson as it is being taught. He has a quotation for 3 classroom sets of the hardware for approximately \$5,600. Based on the demo, we intend to make this purchase after the budget freeze and run a pilot in Social Studies, Science, and the S-4 Computer Lab.

Instructional Technology Budget: Tom Campbell reported that a budget adjustment has been submitted that would place \$50,000 into the non-capitalized equipment object code. If approved, this will enable the school to begin replacing some of the older laptops that are currently assigned to faculty members.

Accounting for Equipment Orders: Roman Hrynyszak reported that newly-purchased equipment often comes in without any designated destination or purpose. Right now, we have 5 projectors in the Digital HS office pending assignments. In order to ensure proper and timely disposition of incoming equipment, we are proposing to modify the order form to more completely describe the purpose and destination of equipment as it is being ordered.

Air Conditioning for Room 128: Brian Defer reports that we have not yet resolved the issue of equipment in our main distribution frame (MDF) overheating. He warned again that unless immediate action is taken, this equipment, which is essential to the operation of the school's computer network, will either degrade prematurely or fail without warning. Dr. di Stefano said that he is working on this issue. If still unresolved, this matter will be presented at the next SBM meeting.

Library Matters: Stacia Salanoa reported that she is awaiting approval of a contract that will allow the school to participate in the Los Angeles County Office of Education's multi-media services. This is a \$2,500 contract that will allow teachers to order DVDs and other media from the LACOE library, which is quite extensive. Tom Campbell will research the progress on contract approval. Stacia will soon be conducting a period-by-period in-service for teachers on the use of this service.

Instructional Technology and QEIA Benchmarks: Tom Campbell shared the five QEIA student achievement benchmarks that will determine the school's continuing participation (and funding) and this program year by year. He noted that instructional technology purchases and applications should directly support the attainment of these benchmarks

CUE Conference: Tom Campbell asked if anyone would be interested in attending the CUE Conference in March, to be held in Palm Springs.

Open Forum. Roman Hrynyszak reported that he had recently installed a FileMaker program in the Deans' Office to track referrals. The Deans are now learning this program. We are now looking into the use of bar code scanners in the Tardy Room.

Respectfully Submitted: Tom Campbell