

**Larkspur School District
District Technology Meeting
January 24, 2008**

Attendees	In attendance: Marilyn Clark, Miriam Kazan, Judi Wong, Carol Halpern, Kim Murray, Trish Hart, Stuart Reiter
Agenda Item	Discussion
1. Network external IP changes	1. KM explained to the team that due to a change with the county fiber network we would be changing our external address for all of our servers including PowerSchool and the library. It was decided that when the changes are made an email will be sent to the staff explaining how to create a new bookmark for PowerSchool attendance and the team will work with their grade levels to make sure all teachers have created this bookmark as well. KM will work with Carol, on the library site and will provide this information to the Hall and NC webmasters for website updates. KM will provide date once it is established.
2. PowerSchool icon	1. Attendance icon in PS missing for some teachers but not all. KM has asked TH to empty the cache in Firefox and see if she then sees the icon. TH will follow up with a yes or no so it can be researched further.
2. Data Director	1. NC has received a grant of 10K for network printers and the purchase of a Data Director scanning station. The team was in agreement that there is no rush to purchase the scanning station, as there is not a lot of faith in the system as many went to training and the system wasn't working. The team feels teachers need more training and until then there is no need to roll out this station right away. The team would like to reserve the money until there is advanced training and refreshers for all teachers. MC stated that MCOE is supposed to be offering training in February and that we should send a core group of teachers and staff to attend. At that point we could have a trainer at each grade level to help roll out this project.
3. Network Printers	The team is in agreement that for many reasons, including cost, upkeep and age of equipment, the site will continue to move away from individual classroom printers to network printers. MC stated that toner for any printer is more expensive than toner for copier and that we need to remind staff to make 1 print on their printer and then use the copiers to make multiples! SR & KM provided a site map, which currently shows all working networked printers and a site map that included 5 new machines and an additional station in the staff lounge, which would create a print center for night and weekend use. The new model will have 2 classrooms sharing a network printer,

	<p>with every effort to move the printer as close to the door as possible for little classroom disruption. All team members agreed that this would be a culture change, but with the effort to cut costs and become greener it is inevitable. MC will take to lead team and see what they say.</p>
4. Ed Tech Profile	<p>KM informed the team that the Ed Tech Profile will begin in Mid-February. An email will go out with all staff usernames and passwords. New teachers will need the support of the technology team in order to complete this task.</p>
5. Tech Plan re-write	<p>KM informed the team that the district technology plan must be submitted to the state no later than October 7th. Which means it must be board approved by September. KM has asked the team if we could make this a standing agenda item for this group as we would love their input on the technology / curriculum portion of the tech plan. KM also stated that if they know of any other teachers that would like to be involved to invite them to the next meeting.</p>
6. Non-agenda site plan	<p>KM reminded the team that technology donations must come through the technology department. More equipment is showing up in classrooms without tech department knowledge and this is not policy. Everything must come through the tech department and will be handed out on an as needed basis.</p>