



## West Potomac High School Vanguard Technology Team

*We believe in collaborative, shared, and supportive leadership that is focused on the success of all students.  
We achieve this through open communication, united decision-making, and honored team commitments.*

# Vanguard Technology Team Meeting

November 24, 2015

Library

## Attendees

### Working Agreements

- The team will meet when there is a meaningful agenda of items that pertains to the team as a whole. Topics that pertain to a few team members will be discussed in a separate meeting.
- The team's agenda will be developed and shared (preferably electronically) prior to a scheduled meeting.
- The team will honor the time commitments of its members by sticking to the agenda, and the facilitator will start and end the meetings in accordance with the agenda.
- Team members will listen respectfully to ideas and opinions, presume positive intentions, and avoid interrupting others.
- Team members will express disagreement with ideas not individuals.
- Team members will maintain confidentiality regarding disagreements, and as specified, during meetings.
- Decisions will be made by consensus unless that topic requires an alternative method (vote, executive decision).
- Electronic devices are permissible, but use should be minimized to maximize listening and mutual respect.

TOPIC	LEAD	EXPECTED OUTCOMES	NOTES AND ACTION ITEMS
Our Work as of Now	Hamlin/ Facemire/ Landon	<ul style="list-style-type: none"> <li>• Current initiatives</li> <li>• Follow-Through</li> </ul>	<p><u>Moving forward with Google (Classroom and Drive)</u></p> <ol style="list-style-type: none"> <li>1. Creation of checklist for Google Apps/Google Classroom that is similar to the Blackboard checklist.</li> <li>2. Discussion on how Google Classroom can have a "Discussion Board."</li> </ol> <p><u>Updates with SIS</u></p> <ol style="list-style-type: none"> <li>1. Emailing students</li> <li>2. Mentoring class</li> <li>3. Quality Points (?)</li> </ol>
Next Steps/Needs	Hamlin		<p><u>Network Issues</u></p> <ol style="list-style-type: none"> <li>1. County had extreme slowness during End of Quarter. They weren't anticipating the amount of teachers at the same time. Interims hopefully will not be as slow. Zina will contact DIT before interims to double check.</li> </ol> <p><u>How to Guides</u></p> <ol style="list-style-type: none"> <li>2. Blackboard for new students</li> <li>3. Google for new students</li> <li>4. Password and Quick Fixes for Teacher guide</li> </ol> <p><u>Student Access</u></p> <ol style="list-style-type: none"> <li>5. Teachers manage the student access to Blackboard when students need to be added to a course Blackboard site</li> <li>6. Teachers manage the student access to the Google classroom</li> <li>7. Option: Screencast-O-Matic (for future discussion)</li> <li>8. Cloud access for students in Ms. Huntington's class (specifically for Adobe in order to get update pushes)</li> <li>9. Possible used Smartphones for students to lend out?</li> </ol> <p><u>PTSA</u></p> <ul style="list-style-type: none"> <li>• Integration presentation to them – outcomes</li> <li>• Grants available for teachers</li> </ul>

***Parking Lot for Future Meetings***

TOPIC	FACILITATOR	TIME	TYPE	EXPECTED OUTCOMES
Admin training on SIS				<ul style="list-style-type: none"><li data-bbox="1037 250 1612 277">• Zina is creating a training/overview for administrators.</li></ul>