



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

September 15, 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
Introductions	Hamlin	<ul style="list-style-type: none"> • Instructional Services Leads • WPHS Vanguard Tech Team 	•
Our Charge	Hamlin/ Facemire/ Landon	<ul style="list-style-type: none"> • What is a Vanguard team? (<i>Facemire and Landon</i>) • What is the Vanguard Team's Charge? (<i>Hamlin</i>) 	<ul style="list-style-type: none"> • Our charge is to guide teachers to integrate technology in ensuring: (a) Engaging Curriculum and Instruction, (b) Systematizing Support, and (c) Building a Sense of Interdisciplinary Collaboration
Revisit: Our Work as of Now	Hamlin/ Facemire/ Landon	<ul style="list-style-type: none"> • What is the future of technology integration at West Potomac (long term)? • Where do we want to go schoolwide? • Where do we want to go departmentally? 	<ul style="list-style-type: none"> • <u>Move forward with Google (Classroom and Drive)</u> <ol style="list-style-type: none"> 1. Students seem to respond better to Google more than Blackboard (though Discussion Board provides challenges) 2. Further implementation of Google Classroom 3. Google and OneNote seem duplicitous—when it involves student information, you would need to use OneNote • <u>Update Hot Spot</u> options for students and strategically place them (Huntington will look at it and spruce it up and make it more visually-appealing); put on WPHS webpage; put in the packet that goes out to families at the beginning of the year • <u>Skills Students Need to Integrate Technology into their Learning</u> <ol style="list-style-type: none"> 1. How can we increase student levels of computer literacy? How do they become proficient in Excel, Word, PPT, Google Docs <ul style="list-style-type: none"> ▪ Reach out to individual classes during Wolverine Time with lessons ▪ At the beginning of the year, use the first few weeks of the year during WT when there is minimal movement –perhaps through English/Social Studies classes • <u>Major goal of this group is Technology Integration</u> <ol style="list-style-type: none"> 1. We always need to determine how we are integrating technology into our

			<p>instruction and keep this a focus area of our group</p> <ul style="list-style-type: none"> ▪ Technology integration needs to be a “look for” by administrators when observing classrooms <ul style="list-style-type: none"> • We need to identify the technology “look for’s” applicable for each classroom ▪ Being a student at West Potomac entails many things, one of which being key technology skills. What skills do students need at various grade levels? ▪ Integrate technology skills into the bigger picture of the West Potomac way ▪ Front load the technology expectations for students <ul style="list-style-type: none"> • Vertical articulation with Sandburg Vanguard team • Tech Tool Box videos for “how to” videos for teachers. Create a playlist for teachers to view on YouTube. • Also do a playlist for students on “how to” • PD sessions on a Planning Day
Next Steps/Needs	Hamlin		<p><u>Network Issues</u></p> <ol style="list-style-type: none"> 1. “nodes” were installed—yet we have weak areas of coverage throughout the building. How can we do an audit of how the new nodes are working (Zina investigates by contacting network tech)? <p><u>How to Guides</u></p> <ol style="list-style-type: none"> 2. Blackboard for new students 3. Google for new students 4. Password and Quick Fixes for Teacher guide <p><u>Student Access</u></p> <ol style="list-style-type: none"> 5. Teachers manage the student access to Blackboard when students need to be added to a course Blackboard site 6. Teachers manage the student access to the Google classroom 7. Option: Screencast-O-Matic (for future discussion) 8. Cloud access for students in Ms. Huntington’s class (specifically for Adobe in order to get update pushes) 9. Possible used Smartphones for students to lend out?

Parking Lot for Future Meetings

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