



## 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.*

Tuesday, April 14, 2015

2:15-3:15

Library

# Vanguard Technology Team Meeting

### 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	TYPE	EXPECTED OUTCOMES	NOTES AND ACTION ITEMS
Introductions	Hamlin	I	<ul style="list-style-type: none"> <li>• Instructional Services Leads</li> <li>• WPHS Vanguard Tech Team</li> </ul>	•
Our Charge	Hamlin/ Facemire/ Landon	I, D	<ul style="list-style-type: none"> <li>• What is a Vanguard team? (<i>Facemire and Landon</i>)</li> <li>• What is the Vanguard Team's Charge? (<i>Hamlin</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Mission	Hamlin/ Facemire/ Landon	D,P	<ul style="list-style-type: none"> <li>• What is our mission?</li> <li>• What are we doing now when it comes to technology integration?</li> </ul>	<ul style="list-style-type: none"> <li>• WPHS Vanguard Team Mission:               <ul style="list-style-type: none"> <li>○ Each department has a designee</li> <li>○ We are experts in how to integrate applications and programs in the classroom to ensure engaging curriculum. The representative facilitates conversation and coaching regarding technology integration.</li> <li>○ Possible turnaround training</li> <li>○ Disseminate ideas/information about technology integration to the department so as to expand teachers' tool kits</li> <li>○ The role of the SBTS consists of leading technology integration when it comes the Vanguard Technology team. TSPECs will focus on more break/fix situations</li> <li>○ Potential for 45 recertification points per year per member</li> <li>○ Facilitating potential for tech confident teachers to collaborate on an interdisciplinary manner</li> <li>○ Our facilitation of technology integration will foster technology skill growth in our students to best prepare</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>them for the real world after high school</li> <li>Possible resources <ul style="list-style-type: none"> <li>Tech ToolKit developed by Jeff and George; possibly integrate this into the first week back of school</li> <li></li> </ul> </li> </ul>
Summer Work Day(s)?	Hamlin/Harazin	I	<ul style="list-style-type: none"> <li>Possible Summer Work Days—logistics</li> </ul>	<ul style="list-style-type: none"> <li>Possibly August 3; late June (after June 22<sup>nd</sup>)</li> </ul>
Values	Hamlin/Facemire/Landon	D	<ul style="list-style-type: none"> <li>When it comes to integrating technology with instruction, what do we value?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Activity: National Educational Technology Standards for Students		A	<ul style="list-style-type: none"> <li>Review the NETS-S. This focuses on how to design instruction. <ul style="list-style-type: none"> <li>What do you love?</li> <li>What do you like?</li> <li>How does this activity change what we identify as our values?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Vision	Hamlin/Facemire/Landon	D, A	<ul style="list-style-type: none"> <li>Where do we want to go?</li> <li>What is the future of technology integration at West Potomac (long term)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Goals and Objectives	Hamlin/Facemire/Landon	D, A	<ul style="list-style-type: none"> <li>Taking the vision, what are our goals?</li> <li>Break down the goals into objectives</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
2015-2016 Vanguard Plan		I, D, A	<ul style="list-style-type: none"> <li>What is our 2015-2016 plan?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

I= Information D= Dialogue A= Action P= Participation

<p><b>Important Dates and Upcoming Events</b></p> <ul style="list-style-type: none"> <li>May 12 and June 9: Meetings (2:15-3:15, Library Reference area)</li> <li>Possible Summer day(s)</li> </ul>
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**Parking Lot for Future Meetings**

TOPIC	FACILITATOR	TIME	TYPE	EXPECTED OUTCOMES
<ul style="list-style-type: none"> <li>Educational Society for Technology (at the end of June in Philadelphia)—</li> </ul>				

potential				
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