BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Strategic Planning
Technology Action Committee

Thursday, October 21, 2010
Education Center
501 Kings Highway East
Board of Education Meeting Room

Minutes

I. Call to Order
The meeting was called to order by Chairman Jeffrey Burt at 3:20 PM.
Members Present: Boyle, Jack; Brand, Chris; Burt, Jeffrey; Callahan, Nicki; Chiappetta, John; Fekete, Steve; Goleski, Christianne; Hogue, Mary; Mckinnis, David; Nash, Nancy; Persson, Dorna; Wakeman, Walter

II. Review of sub-committees work on Strategic Plan #1: all stakeholders will be proficient in the use of technology
A sub-committee of Jeff Burt, Laura Cretella, and Nancy Nash met to explore options to develop a process for evaluating proposed technology and integration into curricula. Nicki Callahan presented the work of the sub-committee on the creation of benchmarks of proficiency for staff. Nancy Nash presented a similar list from the IT department. Nicki Callahan and Jen Vilenski will merge the two lists; Jeff Burt will then format the list for final review at the next committee meeting. The committee will then discuss how the survey will be given to staff.

III. Review of sub-committees work on Strategic Plan #2: integrating information and technology literacy into all curricula.
A sub-committee of Jeff Burt, Laura Cretella, and Nancy Nash met to explore options to develop a process for evaluating proposed technology and integration into curricula. Upon further evaluation of Action Step #2 "Develop a process for evaluating proposed technology in curriculum design" it was determined that a software and hardware evaluation form currently being developed would complete this step. The full committee reviewed the software evaluation form and made revisions to include a student focus as part of the evaluation process. Jeff Burt will revise the software form and Nancy Nash will revise the hardware form; both will be revisited at the next committee meeting. A brief review of a technology rubric was held and will continue at the next meeting.

IV. Review password policy
A recent technology review suggested that users reset passwords at regular intervals. The committee discussed how often the resets should occur and some of the issues that may result from such a policy. Nancy Nash will research possible software packages that would allow control by user group and report back at the next meeting.

V. Discuss student login procedure at all levels
Certain software packages require individual student logins to customize individual profiles. This is not an issue at the middle and high school level as the students already have an individual login. The committee discussed some of the challenges with younger students remembering their usernames and passwords. Dorna Persson will discuss this issue with the other elementary Library Media Specialist and report back to the committee at the next meeting.

VI. Review software and hardware evaluation forms
See item #III above.

VII. Discuss current use of Edline at all levels
The committee discussed the current use of Edline and what advantages and limitations there are to the program. The committee then brainstormed ideas for the use of a student portal in the future to increase the integration of technology into instruction. Jeff Burt will ask the library media specialists for their input on this topic and report back at the next meeting.

VIII. Other action items
Tabled until next meeting.

IX. Future Meeting Dates
Monday, November 22, 2010

X. Adjournment
The meeting adjourned at 4:35