

Office of
The Assistant Superintendent
Miller Place Union Free School District

MEETING MINUTES

TO: MPUFSD Reopening Schools Steering Committee

FROM: Susan G. Craddock, Assistant Superintendent

SUBJECT: Technology Subcommittee Meeting #1 Minutes – July 8, 2020

DATE: July 9, 2020

Committee Chairperson: Susan Craddock, District Administration

Recorder: Kurt Roth, District Administration

Committee Representatives: Theresa Bartoszak, Parent; Cory Breines, Operations; Allison Brenner, Teacher; Karen Burkhart, Clerical; Colleen Card, District Administration; Marianne Cartisano, District Administration; Doug Cevasco, Teacher; Matt Clark, Administration; Evan Curran, Teacher; Kim Daley, Parent; Eileen DeCarmine, Teacher H. Christine Delaney, Parent; Jenna Ely, Teacher; Mario Ficarola, Parent; Chris Herrschaft, Administration ; Catherine Lynch, Teacher; Kim Malawista, Parent; Cristin Mansfield Parent; Matt Nicoletti, Teacher; Lily Pachter, Parent; Cynthia Reinhardt, Teacher; Jennie Starr, Parent; Matt Timmons, Teacher; Barbara Weir, District Administration

Meeting Minutes:

- Introductions
 - Explained the time frame of the meeting and that there is an agenda for the meeting
 - committee members were asked to introduce themselves
- Goals of the meeting
 - Work together to come up with practices to reduce any difficulties returning to school
 - Must review guidance that has been already released
 - Health and safety of student are top priorities
 - We are partners as stakeholders
- Specific guidance coming from the governor
 - Decisions will be shared with the districts between August 1 through August 7th
- History
 - Conversations regarding learning remotely began in 2015
 - Concerns about the cloud and data privacy-Ed Law 2d
 - Spring of 2019, district began to pilot Microsoft Office Teams because it was compliant

- March 2020, students were given packets—thought we would be out for about 2 weeks
- Had to adjust quickly once we realized we would be out for a longer period
- Teachers had some flexibility in their instruction
- No formal professional development until the end of the school year
- Plan for the committee
 - Will review topics on the agenda
 - Discuss concerns, questions, suggestions
 - Everything discussed will need to be brought to the steering committee
 - Brainstorm and problem solving
- Learning model:
 - Completely online
 - Blended model
 - Completely back in school
 - What kind of instruction will be provided to the students if it is online? Decisions need to be made
- Any questions?
 - Teacher - mentioned the three different types of learning models-wants to know if we should adjust if parents don't feel safe sending their students to school.
- Device Management and Distribution
 - 1:1 initiative
 - Parent wanted to know if devices were purchased and what type
 - BW provided tech information
 - Parent wanted to know if each student receives the same device
 - Administrator explained that each family should get an introduction to the device
 - Parent explained that he has a company that helps with working with technology. He suggested help desks and that they need to be bilingual. He also suggested that schools need to increase their bandwidth both in and out of the district
 - Teacher wants to know how we would maintain the software-updates etc.
 - Teachers may need extraneous devices such as cameras, whiteboards, etc.
 - Administrator said that laptops have both cameras and microphones
 - Parent mentioned that district can use Family ID to fill out agreement forms online prior to picking up device
 - Teacher has a concern that students who were at home could not see the lesson going on in the classroom at the same time. Another teacher shared the same concern and mentioned that a separate laptop with a camera can help
- Access:
 - How to ensure that all students and teachers have access to connectivity

- Parent asked what percentage of students did not have access to connectivity
 - Low percentage of families and faculty
 - Parent asked what plan the district has to provide access to those that don't have it.
 - Parent mentioned that another district was providing
 - Administrator mentioned that Altice provided access to those students that were not able to afford it. Also said that we should be aware of companies that may begin to charge for those products that they gave for free during quarantine
 - Teacher suggested that families could use their phones as a hotspot
 - Parent said that many families preferred to use their cell phone
 - Teacher heard that families had to contact their company to increase the bandwidth to meet the students' needs
 - Parent asked about how the buildings are set up in regards to bandwidth
 - Administrator said that Wi-Fi is everywhere in the buildings. 1:1 initiative may require increasing bandwidth
 - Parent asked if teachers would have to teach the lesson twice-once for students in the classroom and once for those at home
 - Teacher mentioned bandwidth for recording videos and how it would get to students
 - Teacher asked if we could do a rollout so that teachers are more prepared prior to September 1st
- Digital citizenship
 - Safety and security
 - Teacher wants to know if students will have to click an agreement prior to logging into their device
 - Teacher wants to know about blocked sites. Can they be blocked at home?
 - Teacher concerned about students not being able to open certain sites on a school laptop
 - Teacher is concerned that students are being inappropriate while online- another teacher agreed that it was a problem at the elementary level as well
 - Administrator wants to inform the public that everything on the platform is public and easy retrievable
 - Administrator said that students can be informed during an orientation regarding the device
 - Teacher mentioned a possibility of GCN training for students

- Administrator questioned cameras on both the students and teachers end. Is there a privacy issue?
 - Teacher wants to know how to address cheating while online-students are sharing their work
 - Technical Support
 - Orientation?
 - Parent University
 - Help Desk
 - Parent asked if an IT rep had his staff on hand to provide support for the districts
 - Parent mentioned that he does contract out his techs to assist with live support
 - Parent suggested to use the emails received over 3 months can help to develop an FAQ to assist with common questions-should be posted on Teams
 - Parent wants to know if we are tied to Teams
 - Teacher wants to be armed with “work-arounds” so that all teachers have access to the fixes. Teachers provided tech support to the best they could, but sharing of common issues would help on the front line
 - Administrator wants to create a task force where teachers can turn to each other
 - Administrator mentioned that the CLA’s were able to assist also
 - Professional Development
 - Intentional, scripted plan
 - Teacher wants students to learn by going through a series of slides using GCN
 - Teacher mentioned that educators had access to many free programs and they are ending—need to look at the platforms and decide which ones are worthwhile—need professional development for those programs we would use
 - Parent asked what the platforms are needed if teachers are teaching live?
 - Teacher explained that there is still an issue with keeping students engaged and used as a tool-mentioned using Nearpod and Flipgrid-discussed using it to keep students engaged and as an assessment
 - Another teacher also supported the use of Nearpod
 - Parent mentioned that her kids enjoyed seeing the teacher teaching and they looked forward to it-students need to see their teachers
 - Platform
 - Parent provided her background with Google Classroom and she felt that it is much more intuitive—Three Village SD had Google for about 3 years, but the students had to learn it quickly

- Another parent also felt the level of frustration with Microsoft Teams—she did some research and found that 27 of 30 districts were using Google- She also mentioned Seesaw for grades K-2—also had a difficulty with the use of different devices
- Parent mentioned that add-ons for Google were much better and diverse
- Teacher was frustrated with Microsoft Teams-expressed that it was too many hours to learn
- Teacher had students who were part of the pilot-he felt that his students did not have any issues using the platform-with proper guidance there weren't any usage issues-there were technical issues on Microsoft's end, but not with the students
 - Parent said that there is too much clicking and isn't user friendly
 - Administrator explained that Microsoft did re-model their product for schools and we saw that when they did their demo
 - Parent asked if changing the platform is on the table
 - Another parent wanted to know if a pilot teacher's students were using school devices or home devices
 - Teacher said that with everyone using the same devices, it will help with Microsoft to work properly
 - Teacher said that other districts that are not 1:1 didn't have issues with Google Classroom
 - Teacher would like to have teachers doing live testing on the new devices to see if the platform works well on the device
 - Parent agreed that the students were frustrated with Microsoft Teams-felt kids couldn't use it on their own
 - Another parent recognizes that Microsoft Teams caused too much trouble for the teachers, students and parents. She feels that we should change the platform.
 - Teacher feels that there will be teachers who will be upset if we change platforms.

Specific questions:

1. *How does the District maintain all of the software updates?*
2. *Can the District use a Family ID or similar to sign out or register laptops/devices?*
3. *What is the Districts plan to provide connectivity to families who do not have any?*
4. *Will there be rollout for the hybrid learning plan so that teachers are ready for September?*
5. *Will students need to click on a user agreement each time they log into the device?*
6. *Will certain website access be blocked for students in their devices?*
7. *How will students be trained in using their new devices? Learning platform? Acceptable use policies? Cheating?*

8. *What are the privacy issues with cameras for teachers and students?*
9. *Will the District be switching learning platforms? Are we “tied” to Microsoft?*
10. *Can the District create a teacher task force for supporting others in the digital learning platform?*
11. *Can the District provide a listing of supported websites and applications that can continue into 2020-21?*

Subcommittee feedback

- Technology-committee@millerplace.k12.ny.us

Technology Subcommittee meeting dates (Wednesdays)

July 15
July 22
July 29
August 5
August 12
August 19
August 26