

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 Minutes – August 12, 2020

DATE: August 19, 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:

- Students will not be looking at laptops when school starts
 - still discussing how to distribute laptops
 - will go to HS students first
 - looking into getting cases for laptops
- Asked if Kami can be added to the laptops when they are imaged and also asked if they will have rights to add add-ons
 - Any extensions or add-ons will have to be reviewed by building administration-process will remain the same
 - District is looking to develop a list of products that are being used-it will be distributed when it is completed
 - MT feels that it will be overwhelming if every teacher needs to get an add-on approved
 - When will students get training?
 - Staff within our district will be able to assist with the training, Library Media Specialists will be assisting with training, still finalizing the details
 - Can COVID forms can be submitted using Google Forms
 - COVID forms are already on Google-advocated that Kami is loaded prior to the students getting the laptops-still has

questions about how teachers are going to teach in the classroom as well as their classes who are home

- District is trying to get all of the teachers started on the same page after their professional development-we are ahead of where we were in March
- Mr. Lipshie is looking into a form or an app that will give a report for who is missing their COVID information
- Will the Wednesday professional development will be spoken for or will it be able to be used for grading and planning
 - It will be used based upon your needs-we understand the prep work that is needed to be successful
- How to get the Acceptable Use Policy returned in a timely manner
 - Student accounts are not disabled at this time-still working on details
 - Suggestion that parents sign the AUP as they pick up the laptop
 - Devices will not be distributed prior to the start of school
- Thanks to all that participated in the meetings and for providing all of your suggestions
- IT acknowledged the teachers who piloted Microsoft