



# Oxnard Union High School District

**AGENDA**  
**TECH COACH MEETING- Monday 12-9-13**  
**3:45-5:45pm**

<b>Facilitator:</b> Jane Mintz		<b>Recorder:</b> J. Mintz	<b>Date:</b> 12-9-13			
<b>Participants/Reflectors:</b> 2013-14 Tech Coaches, IT Staff, Tech-Aligned APs						
<b>Handouts:</b> Minutes from last month's meeting DRAFT Tech Coach Log Site Tech Schedule IT Purchasing protocol						
3:45pm	<ul style="list-style-type: none"> <li>• Review &amp; approve minutes from November meeting. (Handout)</li> <li>• Discuss going paperless</li> </ul>	<ul style="list-style-type: none"> <li>▪ Motion to approve November minutes:             <ul style="list-style-type: none"> <li>○ Second:</li> </ul> </li> </ul>				
3:50PM	<b>ACTION ITEM FOLLOW-UP from last months agenda:</b>  <input checked="" type="checkbox"/> <b>ERIK WARD:</b> Will forward the tech coach log that was used in the past as a starting point. We will workshop the log at the next meeting. <ul style="list-style-type: none"> <li>○ Apparently it is not able to be located</li> <li>○ JM created a Tech Coach spreadsheet that will be shared with the group at the December meeting.</li> </ul> <input checked="" type="checkbox"/> <b>JANE MINTZ:</b> Will check with HR to ask if it is necessary to handwrite each log item on the timesheet or if the log can be attached and just the cumulative time entered on the timesheet. <ul style="list-style-type: none"> <li>○ On 12-5-13, Melanie from payroll approved having Tech Coaches complete their log and then attaching it to their timesheet.               <ul style="list-style-type: none"> <li>○ You will still need to fill out the top portion of the timesheet and sign it, but you will only need to enter sSEE ATTACHED on the first line, with the cumulative total from your attached log, rather than itemizing each entry. The log will serve as the itemized list.</li> </ul> </li> </ul> <input type="checkbox"/> <b>ALL TECH COACHES:</b> Everyone was asked to e-mail Jane the area they are a <i>Rock Star</i> in that they would like to give training on and create support materials. <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Blumenthal, Sean</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Ferguson, Aaron</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> McCabe, Jonathan</td> </tr> </table>			<input type="checkbox"/> Blumenthal, Sean	<input type="checkbox"/> Ferguson, Aaron	<input type="checkbox"/> McCabe, Jonathan
<input type="checkbox"/> Blumenthal, Sean	<input type="checkbox"/> Ferguson, Aaron	<input type="checkbox"/> McCabe, Jonathan				

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<input type="checkbox"/> Briggs, Danika	<input type="checkbox"/> Gonzales, Christa	<input checked="" type="checkbox"/> Pickrel, Brian
<input type="checkbox"/> Dahl, Rebecca <ul style="list-style-type: none"> <li>Synergy</li> <li>Edmodo</li> <li>LEC</li> </ul>	<input type="checkbox"/> Gonzalez, Jesse	<input type="checkbox"/> Quinn, Chris
<input type="checkbox"/> Dunst, Scott	<input checked="" type="checkbox"/> Holloway, Jeff <ul style="list-style-type: none"> <li>Internet research skills</li> <li>Most Office applications (minus Access)</li> <li>Blog or basic website design/use (Very basic)</li> <li>Edmodo</li> </ul>	<input checked="" type="checkbox"/> Sell, Brook <ul style="list-style-type: none"> <li>showing teachers how to make websites!</li> <li>Designing online courses' showing teachers how to design online courses as well!</li> </ul>
<input checked="" type="checkbox"/> Erdmann, Debra <ul style="list-style-type: none"> <li>Online curriculum development</li> <li>Wordpress</li> <li>Leading Edge Certification)</li> <li>Microsoft Office and Adobe CS6</li> <li>Integrated curriculum</li> <li>Office 365/Skydrive</li> <li>Livebinders</li> <li>Video productions using MS Office Live</li> <li>Screencast-o-matic</li> </ul>	<input type="checkbox"/> Katsuda, Sumi	<input type="checkbox"/> Voshell, Tom
<input checked="" type="checkbox"/> <b>JANE MINTZ:</b> Will create and distribute a shared Tech Coach calendar in Outlook with auto reminders. Principals will be invited to the meetings and forwarded agendas and minutes. <ul style="list-style-type: none"> <li>Completed and distributed on 12-5-13.</li> </ul>		
<input checked="" type="checkbox"/> <b>JANE MINTZ:</b> Will confirm dates with D2L <ul style="list-style-type: none"> <li>D2L was able to accommodate the Tech Coach's request to have the training run on Mon. 1/13, Tu. 1/14, Wed. 1/15.</li> <li>Calendar reminder was distributed to Tech Coaches</li> </ul>		

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**JANE MINTZ:** Will work with Puneet Sharma to purchase training video access.

- The purchase order has been created and is in process. The training videos will be available to ALL OUHSD users from within the D2L portal, rather than having users go to another site.

**TECH COACHES:** Will reserve subs.

<input type="checkbox"/> Blumenthal, Sean	<input type="checkbox"/> Ferguson, Aaron	<input type="checkbox"/> McCabe, Jonathan
<input type="checkbox"/> Briggs, Danika	<input type="checkbox"/> Gonzales, Christa	<input type="checkbox"/> Pickrel, Brian
<input type="checkbox"/> Dahl, Rebecca	<input type="checkbox"/> Gonzalez, Jesse	<input type="checkbox"/> Quinn, Chris
<input type="checkbox"/> Dunst, Scott	<input type="checkbox"/> Holloway, Jeff	<input type="checkbox"/> Sell, Brook
<input type="checkbox"/> Erdmann, Debra	<input type="checkbox"/> Katsuda, Sumi	<input type="checkbox"/> Voshell, Tom

**PUNEET SHARMA:** Will give a demo at the next Tech Coach meeting and gather feedback.

- Puneet reviewed w/JM what he will demo at the next meeting

**JANE MINTZ:** Will update the TEACHER PROFESSIONAL DEVELOPMENT SURVEY report and distribute to teachers.

- Completed on 12/1:
- Survey link: [https://www.dropbox.com/s/ii9bsdg10big2v2/Teacher PD Survey Results-by Site-ALL-MASTER.pdf](https://www.dropbox.com/s/ii9bsdg10big2v2/Teacher%20PD%20Survey%20Results-by%20Site-ALL-MASTER.pdf)
- The data set charts for FHS & Condor were added to the report, as requested.

**TECH COACHES:** Please schedule a time for Jane to meet with teachers at your site who are interested in discussing the survey.

<input type="checkbox"/> Blumenthal, Sean	<input type="checkbox"/> Ferguson, Aaron	<input type="checkbox"/> McCabe, Jonathan
<input type="checkbox"/> Briggs, Danika	<input type="checkbox"/> Gonzales, Christa	<input type="checkbox"/> Pickrel, Brian
<input type="checkbox"/> Dahl, Rebecca	<input type="checkbox"/> Gonzalez, Jesse	<input type="checkbox"/> Quinn, Chris
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<input type="checkbox"/> Erdmann, Debra	<input type="checkbox"/> Katsuda, Sumi	<input type="checkbox"/> Voshell, Tom

**CHRISTINA MACHADO, PUNEET SHARMA:** Will create an IT purchasing protocols and procedures flowchart and post it on the website. It will be shared at our next meeting.

- Document created and will be shared at 12-9-13 meeting

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- CHRISTINA MACHADO:** Will create an IT site tech schedule to be posted on the website. It will be shared at our next meeting.
  - o Document created and will be shared at 12-9-13 meeting

**TECH COACHES:** Were asked to email Jane Mintz all issues pertaining to Synergy so that she can synthesize them into one document for Doug Campbell.

<input type="checkbox"/> Blumenthal, Sean	<input type="checkbox"/> Ferguson, Aaron	<input type="checkbox"/> McCabe, Jonathan
<input type="checkbox"/> Briggs, Danika	<input type="checkbox"/> Gonzales, Christa	<input type="checkbox"/> Pickrel, Brian
<input type="checkbox"/> Dahl, Rebecca	<input type="checkbox"/> Gonzalez, Jesse	<input type="checkbox"/> Quinn, Chris
<input type="checkbox"/> Dunst, Scott	<input type="checkbox"/> Holloway, Jeff	<input type="checkbox"/> Sell, Brook
<input type="checkbox"/> Erdmann, Debra	<input type="checkbox"/> Katsuda, Sumi	<input type="checkbox"/> Voshell, Tom

**DOUG CAMPBELL:** Will follow up on Synergy items

- Teachers want/need to be able to see the action taken on referrals.
  - o Doug will demo the solution at the 12-9-13 meeting
- Referrals- you can only see the period you are currently in, which means you cannot do batch referrals.
  - o Doug verified that this issue cannot be changed.
  - o Doug will place a feature request.

When you write a note about a student, it only stays up for that school day. Teachers would like it to stay posted for at least 24 hours, preferably 48hrs. So if there is a note posted 4<sup>th</sup> period, the teachers in Periods 1-3 are unaware because it will no longer be there when they have that student the next day.

- o Doug verified that this issue cannot be changed.
- o Doug will place a feature request.

**TRAINING NEEDED**

TeacherVue- training will be scheduled at 12-9-13 meeting  
Gradebook- training will be scheduled at 12-9-13 meeting

- Teachers are not aware of context-sensitive HELP that is available by clicking on HELP icon.

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	<ul style="list-style-type: none"> <li>○ training will be scheduled at 12-9-13 meeting</li> <li><input type="checkbox"/> Gradebook has some calculation errors, where a student's grade is different on different screens.             <ul style="list-style-type: none"> <li>○ Doug needs a specific teacher, class and student to be able to research the issue..</li> </ul> </li> <li><input type="checkbox"/> Missing assignments do not show for the teacher to see, however, the student can see them.             <ul style="list-style-type: none"> <li>○ Doug needs a specific teacher, class and student to be able to research the issue..</li> </ul> </li> <li><input checked="" type="checkbox"/> It was suggested that perhaps some of the PLC time can be dedicated to Synergy training.             <ul style="list-style-type: none"> <li>○ Jane brought this issue to the LDC meeting. The purpose of the PLCs is to focus on teacher CCSS readiness, therefore Synerergy training does not align with the purpose.</li> <li>○ At the 12-9-13 meeting, the Tech Coaches will discuss training schedules to address Synergy.</li> </ul> </li> </ul> <p><input type="checkbox"/> <b>TECH COACHES:</b> were asked to identify Synergy Rock Stars.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;"><input type="checkbox"/> ACHS</td> <td style="width: 33%;"><input type="checkbox"/> HHS</td> <td style="width: 33%;"><input type="checkbox"/> RMHS</td> </tr> <tr> <td><input type="checkbox"/> CIHS</td> <td><input type="checkbox"/> OHS</td> <td><input type="checkbox"/> CONDOR</td> </tr> <tr> <td><input type="checkbox"/> FHS</td> <td><input type="checkbox"/> PHS</td> <td></td> </tr> </table> <p>NOTE: ACTION ITEMS WILL REMAIN ON EACH AGENDA AND IN THE MINUTES UNTIL COMPLETED.</p>	<input type="checkbox"/> ACHS	<input type="checkbox"/> HHS	<input type="checkbox"/> RMHS	<input type="checkbox"/> CIHS	<input type="checkbox"/> OHS	<input type="checkbox"/> CONDOR	<input type="checkbox"/> FHS	<input type="checkbox"/> PHS	
<input type="checkbox"/> ACHS	<input type="checkbox"/> HHS	<input type="checkbox"/> RMHS								
<input type="checkbox"/> CIHS	<input type="checkbox"/> OHS	<input type="checkbox"/> CONDOR								
<input type="checkbox"/> FHS	<input type="checkbox"/> PHS									
4:20PM	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>Site reports- systemic issues that need immediate attention.</p> </div> <div style="width: 55%;"> <ul style="list-style-type: none"> <li>• ACHS               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• CIHS               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• HHS               <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul> </div> </div>									

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		<ul style="list-style-type: none"> <li>• OHS               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• PHS               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• RMHS               <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>
	<b>ACTION ITEMS:</b>	<input type="checkbox"/> <b>PERSON RESPONSIBLE:</b> Action Item
4:40PM	Review Tech Coach log draft (Handout)	<ul style="list-style-type: none"> <li>• Review Tech Coach log draft</li> </ul>
	<b>ACTION ITEMS:</b>	<input type="checkbox"/> <b>PERSON RESPONSIBLE:</b> Action Item
4:45PM	Desire 2 Learn Update <ul style="list-style-type: none"> <li>▪ Self-Directed Training Videos</li> </ul>	
	<b>ACTION ITEMS:</b>	<input type="checkbox"/> <b>PERSON RESPONSIBLE:</b> Action Item
4:55PM	Puneet Sharma- IT updates & overview <ul style="list-style-type: none"> <li>▪ Demo of the proposed sign in portal             <ul style="list-style-type: none"> <li>○ Feedback from Tech Coaches on what to include.</li> </ul> </li> <li>▪ Update on the M Drive/ U Drive</li> </ul>	
	<b>ACTION ITEMS:</b>	<input type="checkbox"/> <b>PERSON RESPONSIBLE:</b> Action Item
5:10PM	Design Synergy training plan. <ul style="list-style-type: none"> <li>• Identify the BIG ROCKS</li> <li>• Identify our Synergy Rock Stars</li> <li>• Assign a BIG ROCK to each Tech Coach</li> <li>• Quick Screencast-o-matic demo to assist with creating Synergy Support materials.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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	<ul style="list-style-type: none"> <li>• Pulling out specific parts of the contextual help and saving as a pdf.</li> </ul>	
	<b>ACTION ITEMS:</b>	<input type="checkbox"/> <b>PERSON RESPONSIBLE:</b> Action Item
	Naviance (Chris Quinn) <ul style="list-style-type: none"> <li>• What tech Coaches have observed at their school sites regarding this program</li> <li>• Whether there is any way we could improve the Naviance experience for our students.</li> <li>• Naviance is one of the heaviest uses of computer labs</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<b>ACTION ITEMS:</b>	<input type="checkbox"/> <b>PERSON RESPONSIBLE:</b> Action Item
5:45PM	Closing / Next Meeting Date:	

ADDITIONAL NOTES:

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