



# Oxnard Union High School District

MINUTES TECH COACH MEETING- Monday 11-18-13		
Facilitator: Jane Mintz		Recorder: J. Mintz
Date: 11-18-13		
Participants/Reflectors: 2013-14 Tech Coaches, IT Staff, Tech-Aligned APs		
4:00PM	Welcome & Introductions	
4:10PM	<ul style="list-style-type: none"> <li>• Review Duties &amp; Responsibilities (Handout)</li> <li>• Define role of Tech Coach</li> <li>• Collaboration / Esprit de corps</li> <li>• Defining your personal areas of expertise.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed all the duties and responsibilities of the 2013-14 Tech Coaches (item by item from the job description) and discussed any questions.</li> <li>• Discussed the documentation of Tech Coach duties               <ul style="list-style-type: none"> <li>○ Logs</li> <li>○ Will the log suffice as documentation when attached to a timesheet?</li> </ul> </li> <li>• 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.</li> <li>• Emphasized POSITIVE communication and the power of Esprit de Corps.</li> <li>• Discussed the symbiotic relationship of the IT Techs and Tech Coaches.</li> </ul>
	<b>ACTION ITEMS:</b>	<p><b>ERIK WARD:</b> Will forward the log that was used in the past as a starting point. We will workshop the log at the next meeting.</p> <p><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.</p> <p><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.</p>
4:30PM	Set meeting schedule for the balance of the year. (Doodle site)	<ul style="list-style-type: none"> <li>• It was decided via the Doodle survey online that the best meeting dates were the ones that had already been scheduled:               <ul style="list-style-type: none"> <li>○ Monday, Dec 9<sup>th</sup></li> <li>○ Monday, Jan. 6<sup>th</sup></li> <li>○ Thursday, Feb. 27</li> <li>○ Monday, Mar. 17<sup>th</sup></li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>○ Monday, April 7th</li> <li>○ Monday, May 19<sup>th</sup></li> <li>○ Monday, June 6th</li> </ul> <ul style="list-style-type: none"> <li>• It was suggested that the meeting time be adjusted to 3:45-5:45. The change was approved by the group.</li> <li>• An Outlook calendar will be shared with our meeting dates. We will add training dates to the calendar as they are booked.</li> <li>• It was suggested that Principals be invited to the next meeting.</li> </ul>
	<b>ACTION ITEMS:</b>	<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.
4:45PM	Desire 2 Learn Overview D2L Training Session Dates (Doodle Site)	<ul style="list-style-type: none"> <li>• Discussed the 3 pillars of our Desire2Learn structure:               <ul style="list-style-type: none"> <li>○ Virtual HS</li> <li>○ PLC</li> <li>○ PD</li> </ul> </li> <li>• Voted on the January training date options:               <ul style="list-style-type: none"> <li>○ Option 1- Tu 1/14, W 1/15, Th 1/16</li> <li>○ Option 2- W 1/15, Th 1/16, F 1/17</li> <li>○ Option 3- Th 1/16, F 1/17, Sat 1/18</li> </ul> </li> <li>• It was decided that training will be OPTION 1 above.</li> <li>• Tech Coaches would like to have access to the online training videos.</li> </ul>
	<b>ACTION ITEMS:</b>	<b>JANE MINTZ:</b> Will confirm dates with D2L <b>JANE MINTZ:</b> Will work with Puneet Sharma to purchase training video access. <b>TECH COACHES:</b> Will reserves subs.
5:00PM	Puneet Sharma- IT updates & overview	<ul style="list-style-type: none"> <li>• Puneet Sharma gave an overview of ongoing and up coming projects.</li> <li>• The Tech Coaches expressed a strong desire to work closely with IT during the decision making process on software, hardware and processes that directly impact the teachers in the classroom. They would like to have the opportunity to beta test and give feedback to IT from the teacher standpoint.</li> <li>• Puneet spoke about a new aspect to sign on where users would see a console comprised of most-used portals. The coaches would like to see examples of what</li> </ul>

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		<p style="text-align: center;">this might look like.</p>
	<b>ACTION ITEMS:</b>	<p><b>PUNEET SHARMA:</b> Will give a demo at the next Tech Coach meeting and gather feedback.</p>
5:10PM	Teacher PD Survey Results Review	<ul style="list-style-type: none"> <li>• Each Tech Coach received a bound copy of the Teacher Professional Development Survey Results report.</li> <li>• The bound copies did not include the results for FHS and Condor, only the comprehensive high schools. Jane Mintz will update the report to include these sites.</li> <li>• We ran through each item in the report.</li> <li>• Tech Coaches were asked not to share the results out at their sites because Jane felt it is important for her to send the results personally to the teachers, to emphasize that their voice has been heard and that she values their input.</li> <li>• The reaction to the survey report was overall positive.</li> </ul>
	<b>ACTION ITEMS:</b>	<p><b>JANE MINTZ:</b> Will update the report and distribute to teachers. Completed on 12/1: Survey link: <a href="https://www.dropbox.com/s/ii9bsdg10big2v2/Teacher%20PD%20Survey%20Results-by-Site-ALL-MASTER.pdf">https://www.dropbox.com/s/ii9bsdg10big2v2/Teacher PD Survey Results-by Site-ALL-MASTER.pdf</a></p> <p><b>TECH COACHES:</b> Please schedule a time for Jane to meet with teachers at your site who are interested in discussing the survey.</p>
5:30PM	Site reports- systemic issues that need immediate attention. (5 minutes per site)	<ul style="list-style-type: none"> <li>• This actually became our second agenda item because the IT Techs day is over at 4:30. (Although they voluntarily stayed and participated until well after 5pm.)</li> <li>• IT Techs get asked about things that are directly related to purchasing equipment and not in their prevue. It was suggested that a flowchart outlining IT purchasing protocols and processes be created and posted on the website to clarify the process for everyone.</li> <li>• It was decided that it would be helpful to create a pdf of the IT staff, their sites and the days that they are at each site. This document can then be posted on the website.</li> <li>• <b>SYNERGY-</b> Synergy appears to still be an issue for many teachers. The following issues were identified:             <ul style="list-style-type: none"> <li>○ Teachers want/need to be able to see the action taken on referrals.</li> <li>○ Referrals- you can only see the period you are currently in, which means you</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>○ cannot do batch referrals.</li> <li>○ 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.</li> <li>○ TRAINING NEEDED             <ul style="list-style-type: none"> <li>▪ TeacherVue</li> <li>▪ Gradebook</li> </ul> </li> <li>○ Teachers are not aware of context-sensitive HELP that is available by clicking on HELP icon.</li> <li>○ Gradebook has some calculation errors, where a student's grade is different on different screens.</li> <li>○ Missing assignments do not show for the teacher to see, however, the student can see them.</li> <li>○ It was suggested that perhaps some of the PLC time can be dedicated to Synergy training.</li> <li>○ Jane Mintz asked Tech Coaches to identify Synergy Rock Stars who can assist with training.</li> </ul>
	<b>ACTION ITEMS:</b>	<p><b>CHRISTINA MACHADO, PUNEET SHARMA:</b> Will create an IT purchasing protocols and procedures flowchart and post it on the website. It will be shared at our next meeting.</p> <p><b>CHRISTINA MACHADO:</b> Will create an IT site tech schedule to be posted on the website. It will be shared at our next meeting.</p> <p><b>TECH COACHES:</b> Were asked to email Jane Mintz all issues pertaining to Synergy so that she can synthesize them into one document for Doug Campbell.</p> <p><b>DOUG CAMPBELL:</b> Will follow up on Synergy items</p> <p><b>TECH COACHES:</b> were asked to identify Synergy Rock Stars.</p>
6:00PM	Closing / Next Meeting Date:	Next meeting will be Monday Dec. 9 <sup>th</sup> .

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