**ROSWELL HIGH SCHOOL**
**School Governance Council**

**Meeting Minutes – October 6, 2015**

Members present:  Susan Greene, Jerome Huff, Catharine Phillips, Amy Short, Lisa Smith, Jeni Stephens, Katha Stuart, and Jim Vitale

Members absent:  Sara Payne and Ben Sutter

Guest:  Megan Huss, RHS Instructional Technology Specialist

CALL TO ORDER

The meeting was called to order at 3:01pm by Jim Vitale.

There were no public comments.

ACTION ITEMS

Catharine Phillips moved and Jeni Stephens seconded to approve the agenda as presented.  The agenda was unanimously approved.

Amy Short moved and Catharine Phillips seconded to approve the minutes from the September 8, 2015 council meeting.  The minutes were unanimously approved.

DISCUSSION ITEMS

Jim Vitale spoke to Kina Champion regarding the Seed Fund awards this year.  Kina said that partial awards are a possibility when/where the Fulton Education Foundation could determine how to scale back a request.  Foundation members are members of the business community vs. educators.  The average Seed Fund award is expected to be approximately $55,000 this year with $2million allocated to each Learning Community.

A draft of the first pass of the Seed Fund Initial Application was distributed and discussed (copy attached).  Megan Huss will meet with Catharine Phillips and other RHS teachers to ensure the technology needs throughout the school – and how they enhance instruction - are reflected in the Seed Fund request. The other teachers will be those attending the upcoming technology conference (Kennedy, Washington, Coffie, Pizzutto and Moeller). Their recommendations will be provided by Friday, October 9th.  Jeni Stephens suggested that specific technology items be categorized within the Seed Fund request.

Megan Huss shared the timeline for the rollout of Fulton County's Personalized Learning implementation.  RHS is in cohort 5 and will start the process sometime between March and May 2016. Jim Vitale suggested the group of teachers working on the Seed Fund technology request be considered a potential Ad-Hoc committee of the SGC and they would also assist in evaluating and recommending the RHS device and support for the Personalized Learning implementation.

The installation and limitations of the new interactive projectors in the portables was discussed and Bamboo pads as an alternative solution was explained by Megan.  Catharine Phillips expressed concern

about the bandwidth needed for the existing and/or future devices in the building.  She also cited Fulton County's policy that devices not issued by Fulton County Schools' (FCS) should not be accessing FCS's Wi-Fi. Katha Stuart will ask Rob Anderson about this.

The Outreach and Communications Committee will meet on Thursday, October 8th at 7:30am in the Principal's Conference Room.

Agenda items for the October 27th council meeting:
- Vote on Requests for Flexibility
- Seed Fund Update
- Outreach and Communications Committee Update
- Measurements and Key Performance Indicators Update

Susan Greene moved to adjourn the meeting and Katha Stuart seconded to end the meeting.  The motion passed unanimously.

The meeting adjourned at 4:30pm.

**Cover Page**

| School Name: | Roswell High School |
|---|---|
| Learning Community: | Northwest |
| Principal: | Mr. Jerome Huff |

| Project Name: | Instructional Technology and Learning Support |
|---|---|
| Strategic Initiative: | Provide professional development in instructional technology |

Project Summary – In 250 words or less, describe your project. You must **state the problem** that will be addressed by this project, identify the target population that will be impacted by the project, and state **how** this project will address this problem.

Acceptance and use of the Interactive White Boards at RHS has been overwhelming. Virtually all of the teachers have embraced and been using the new technology. In doing so, they have identified additional applications, device add-ons and peripherals, and uses that would support and enhance their instructional capabilities. These requested tools would also enable students to better interact with the technology and the teaching material from their own devices.

Coupled with the transformation of the Media Center into a Learning Commons in summer 2015, the staff and administration of RHS want to make sure we move as far forward as fast as possible down the road of complete and thorough integration of Instructional Technology and Learning in all classrooms for all teachers and students. Our parents have asked for greater use of technology. FCS has supported several technology projects. This project is meant to augment new technologies brought into the school and ensure we are using them to their fullest capacity.

All teachers will be positively impacted by this project. Technology-based instruction will be smoother and more complete. Example – teachers will be able to use Exam View for collecting their data and to drive instruction.

All students will benefit from the advanced and improved teaching technologies, and from their ability to more easily interact with assignments. Example – Students will be able to project their class/home work directly onto the Interactive White Boards using Reflector in all classrooms.

| Funding Amount Requested: | |
|---|---|
| Budget Worksheet: | You must attach a draft budget worksheet to this interest form. A budget template is provided with the interest form. |

## Additional Information

Answer each question below. You must answer YES or NO to each question. If you answer the question in the affirmative, you MUST provide an explanation in the designated space below the question.

**Does your Seed Fund request:**

| 1. Affect existing **facilities** in any way? | X Yes | No |
| --- | --- | --- |

*If you answered "yes" to the question above, please answer the following question to the best of your abilities:*

a. Discuss the big picture goal for the room that will be affected by this project. How will the room be used? How do you need the room to perform?
   - N/A
b. What do you need in the room to achieve this goal (e.g. furniture, technology, cabinets, etc.)?
   - N/A
c. Confirm the room number or area/space within the building.
   - All rooms
d. Describe or list any permanently attached fixtures, appliances, or walls that you propose to install or remove. If known, please include all product data for any new equipment/furniture/built-ins etc.
   - N/A
e. If known, submit known product data (brand and model names, catalogue cuts, etc.) for all new technology devices. If these require permanent installation, please indicate the desired location and discuss any special mounting needs (e.g. bracket model numbers).
- HDMI Adaptors
- Bamboo pads
- Scanners
- MAC computer for video broadcast
- iPads for creative-only assignments
- Nearpod software
- Document Cameras
- Apple TV's
- Reflector software
- Computer carts
- iPad carts
- Tablets for departments to share
- Blue tooth keyboards

f. Confirm if additional power and data outlets will be needed.

g. Submit product data and quantities for all proposed new furniture.

| 2. Require support or work from an **outside vendor** (e.g. internal/external trainers, materials/supplies, consultants)? | X Yes | No |
|---|---|---|

*If you answered "yes" to the question above, please describe the anticipated support and estimated cost of the work to be provided by an outside vendor:*

Materials, supplies, hardware, software and peripherals/device add-ons will be purchased from an external source. However, no other external resources are required or requested.

| 3. Include the purchase, installation, or support of **technology** (hardware, software, networking, data systems, etc.)? | X Yes | □ No |
|---|---|---|

*If you answered "yes" to the question above, please answer the following questions:*

a. Will the technology be hosted by the vendor or will a server be needed?
 **- NOTE We should get input from RHS IT for some of these answers**
b. Will the technology require use of or access to student data? Staff data?
 - Personal data will not be used. However student assignments and teacher instruction will co-exist.
c. How is the technology going to be protected from unauthorized access?
 - All use and access will be at the teachers' discretion and supervision.
d. How will the technology be supported? Local school tech? IT Service desk?
 - This technology will be supported by our school staff IT support position.
e. Does this conflict with or complement an existing IT school-based project? ([IT Project List](); FCS employee access)
 - This project is intended to support and enhance new technologies recently introduced in the school

| 4. Require **professional development** for staff members? | □ Yes | X No |
|---|---|---|

*If you answered "yes" to the question above, please describe the Professional Development that you intend to provide:*

Professional development is currently being handled in an ongoing, real-time scenario, supported by our Instructional Technology Support position. This same position will continue to support these new hardware, software, and peripheral/add-on applications.

| 5. Require the purchase of a **staffing position**? | □ Yes | X No |
|---|---|---|

*If you answered "yes" to the question above, please describe the work of this position and indicate whether you plan to fund this position as an Administrative Assistant, Teacher, or Paraprofessional.*

**\*\*\*\* This interest form will NOT be considered without an attached draft budget worksheet!!\*\*\*\***

**DIRECTIONS:** Please enter the expected costs of your concept for the applicable school year(s).  You may customize the budget items.

**SCHOOL NAME:**    Roswell High School

| Budget Item | Item Description (Include quantities if applicable) | Position Count | FY2017 | | FY2018 | | FY2019 | | Notes |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | Amount Budgeted* | Proposed Funding Source(s)** | Amount Budgeted* | Proposed Funding Source(s)** | Amount Budgeted* | Proposed Funding Source(s)** | |
| Teacher(s) | | | $            - | | | | | | |
| Paraprofessional(s) | | | $            - | | | | | | |
| Support Staff (Administrative Assistant) | | | $            - | | | | | | |
| Other Staff | | | | | | | | | |
| Additional Pay /Overtime | | N/A | | | | | | | |
| Equipment | | N/A | | | | | | | |
| Supplies/Materials | | N/A | | | | | | | |
| Professional Development | | N/A | | | | | | | |
| Independent Contractor(s) | | N/A | | | | | | | |
| Transportation | | N/A | | | | | | | |
| Supplements | | N/A | | | | | | | |
| Other Professional Services | | N/A | | | | | | | |
| Other | | N/A | | | | | | | |
| Other | | N/A | | | | | | | |
| GRAND TOTALS | | | $            - | | $            - | | $            - | | |

*Position costs are based on the FY2016 Default Salary Guide and are subject to change pending the FY2017 compensation strategy.

**For the *Proposed Funding Source(s)* , please select from the drop-down list to indicate which funding sources you intend to use.