

# Technology Meeting Minutes

December 9, 2015

## Attendees

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Holly Malek, Tracy Beadlescomb & Penny Bearden

\*Mandy Volk, Steve Proctor, Crystal Ballivan, Christi Konieczka--attended a mini-Illuminate Session in Mrs. Malek's' lab--working to produce reports for Mr. Hungerford from the first 9 weeks.

## Agenda

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### New Business

\*Looked at options for integrating EDP's for students 7-12 that are introduced during their 7th Grade Career Experience. Those accounts have been established and Ms. Beadlescomb would like to have us work to get students accessing their EDP's online and adding to them after their 7th Grade Experience.

### Old Business

- Individual Teacher progress and 2nd Semester plans--for pacing Guides and Illuminate data entry and reports

### Old Business

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- Personal progress by teachers was discussed.
- Mrs. Malek reported her pacing guides are complete for both semesters. Mrs. Bearden noted some adjustments to her 2nd semester would need to be revisited due to individual student needs at the 7th grade and their core curriculum support.

### New Business

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- Discussion of how to bridge the introduction of Education Development Plans at the 7th Grade level and make that a working document that students continue to add to and update was the focus.
- Ms. Beadlescomb and Mrs. Bearden will meet with 8th Graders in January to begin high school scheduling process. Mrs. Bearden will have students log into their Career Cruising Accounts established last year and look at data and assessments. We will begin to talk about future plans and goals with students and have them update their current online EDP's located in Career Cruising. Mrs. Malek will be checking on establishing an "administrative" account through Career Cruising and continuing to have 9th Grade Career students add to that portfolio. General ideas discussed included having

students revisit interest assessments offered as well as entering High School courses taken and future college and schooling plans and thoughts. Students would then be able to make adjustments and additions annually through scheduling and Advanced Career courses.

- A group of teachers met in Mrs. Malek's lab. They individually logged into their Illuminate accounts and Mrs. Malek offered individual assistance for helping them create reports and answer questions based on their data and work they had completed since the staff had been given in-house PD help during teacher conference periods from Heidi Aldrich on November 16th.
- Mrs. Malek reported on a special "IT" certification available to students. It would give them credentials associated with "WORD", "EXCEL" and other basic programs. Mrs. Malek noted it would require some setup from Pat in order to implement, but she will have more detail at our January meeting.

## **Next Meeting**

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January 13, 2016 at 2:00 p.m.

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## **Adjournment**

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Adjourned at 3:00 p.m.