

# Davis Drive Elementary

October 5, 2021. 3:00 p.m.

Google Meet Link - <https://meet.google.com/czo-ctjj-faw>

## Objectives:


- Review purpose and roles of MTAC
- Review important information about digital learning shifts
- Review library policies, procedures, and services
- Set goals for the year


## 2021-22 Members:

Barb Fair, Principal  
 Krista Hoey, Lead Secretary  
 Wanda Hanley, WCPSS Digital Learning Coach  
 Nicole Guay, Co-Chair, STEM Coordinator  
 Stephanie Fiedler, Co-Chair, Media Coordinator  
 Renee Sekel, Parent  
 Kelsey Riggsbee and Katherine Lynch, Kindergarten  
 Nichole Olbertz, 1st Grade  
 Susan Neumann, 2nd Grade  
 Ben Riccui, 3rd Grade  
 Jeff Paine, 4th Grade  
 Gerald Cunningham, 5th Grade  
 Tami Chaize, IA  
 Amy Fenton, AIG

### Roles:

Facilitator:

 Note taker: Nicole Guay

 Time keeper:

 Chat Facilitator:

Resources: [MTAC Resources](#), [WakeForward](#)

Time	What	Who	Notes/Decisions
10 minutes	Inclusion & Grounding	All participants	Remember to record! Introduce yourself and your role. <i>-Best team ever!</i>
5 minutes	<a href="#">Review MTAC purpose and responsibilities</a>	Stephanie	Welcome new members - <i>especially first year teachers!</i>
10 minutes	Share relevant information from AAT Day	Stephanie & Nicole	<ul style="list-style-type: none"> <li>● Student Device updates                             <ul style="list-style-type: none"> <li>○ <a href="#">Intranet</a></li> <li>○ <a href="#">Guides to Tech site</a></li> </ul> </li> <li>● <a href="#">DRPL Updates</a></li> <li>● <a href="#">WakeID Updates</a></li> <li>● <a href="#">Canvas Updates</a></li> </ul> <i>-1 to 1 with all students in the county</i>

			<p>-Purdy, Nance, Linton working on distribution of all Chromebooks (YAY!)</p> <p>-Jeff Paine: Q-- when we get a new student, how long will it take to get a new Chromebook; Can we have a few extras or possibly use one from a cart? Is there a plan for this? A-- Will automatically alert tech services when a new student registers; we do have a few set aside; possibly about 1 week for a new laptop to arrive; we have a few "Day Use" Chromebooks that we can use while we are waiting.</p> <p>-Be sure to check DRPL for approved apps; tech services is currently not taking requests for app approval; may affect digital subscriptions such as Pebble Go, etc</p> <p>-WCPSS purchased Nearpod, so it should be showing up soon. Wanda can train us in Nearpod.</p>
20 minutes	In-house updates	Stephanie & Nicole	<ul style="list-style-type: none"> <li>• ALL iPads have now migrated to Jamf, WCPSS's remote management system 🎉</li> <li>• K-3 Literacy iPads - please <b>pick up your</b> grade level's iPads ASAP from the Media Center</li> <li>• Nicole Guay is the contact person for iPads moving forward <b>-if you need apps added to ipads, let Nicole know</b></li> <li>• Please communicate to your grade levels NOT to change the cases on the iPads and NOT to take off the labels. These are very important for inventory purposes <b>-if you need new labels for your ipads, let Nicole know</b></li> <li>• Classroom Tech Assessment for Promethean boards - <a href="#">Report from Tech Services</a>. We have had two more boards fail since this assessment was done (Nista and Tawfik) <b>-PTA is providing 7 new interactive panels to replace some promethean boards; some issues are popping up with additional prometheans, so thanks for your patience!</b></li> <li>• Year 4 of our <a href="#">5-Year Collection Management Plan</a> <b>-refresh of nonfiction section using school budget; PTA money and grants help get new books in other genres</b></li> <li>• Clock issue - are we going to continue to fund classroom TVs? Susan Bock for Tech Services says that new schools do not have MATV systems anymore <b>-no longer supporting repair of classroom TVs. FYI - the new Promethean panels have a digital clock display and the Chromebooks do, as well. We also have classroom analog clocks. If you'd like to order a digital smart clock like Stephanie's new clock outside of the Media Center, you can order it on Amazon <a href="#">here</a>.</b></li> <li>• Issue with dropping off students early to Media <b>-usually a lot of prep for specialists, so please be on time to class</b></li> <li>• Please remind your grade levels to take their students to the bathroom before Specials <b>- we are seeing more accidents because students are used to being allowed to go whenever they needed to during Remote Learning</b></li> </ul>

			<ul style="list-style-type: none"> <li>● Levels of support for: <ul style="list-style-type: none"> <li>○ iPads -losing about half</li> <li>○ Laptops</li> <li>○ Desktops -losing almost all</li> </ul> </li> <li>● Tech Services is swamped and slower than usual in responding to Heat Tickets. Please communicate this to your grade levels and tell them to always be prepared for Plan B. Tech Services has hired about 20 more employees so hopefully that should improve soon.</li> <li>● Why are repairs on student Chromebooks taking so long? Check out <a href="#">this chart</a> to see the path a heat ticket takes.</li> <li>● Please continue to submit your own heat tickets and notify Stephanie/Nicole when you do so so that they can forward them to Tech Services</li> <li>● Data &amp; Privacy Tip of the Week posts on the Staff Only website</li> <li>● <a href="#">Required phishing training</a> from WCPSS by Nov. 1 -if it seems like everything is tightening up with accessibility/DRPL apps/etc, it is due to protection from potential hacks etc</li> <li>● Please remind your grade levels to check the <a href="#">Media &amp; Technology Announcements</a> on the Staff-Only Website once a day</li> <li>● We are <u>very</u> limited with sub laptops. If you don't need your laptop (i.e., you are going on vacation), please leave your laptop at school for your sub to use. -potentially use an IA laptop as a safety net in the event that we need more than our allotted 5 sub laptops. Tami will talk to the IAs about this at their next meeting.</li> <li>● Please also make sure that your subs know their Network AND WakeID logins before subbing for you - these are two different things! -network is when you first turn on your computer; WakeID is when you're logging into the WakeID; Krista has been working with our subs to ensure that they know how to log in</li> </ul>
10 minutes	Review updated <a href="#">Responsive Library Services</a> document from WCPSS. Discuss library policies, procedures, and services. Consider which services offered last year should be continued (holds, curbside pickup, early morning checkout, etc.).	Stephanie	<ul style="list-style-type: none"> <li>● PTA volunteers</li> <li>● Media assistant</li> </ul> <p>-How can we meet the needs of all students, including our VA population? (52 students)</p> <p>-curbside pickup</p> <p>-after-hour availability</p> <p>-potentially send a survey to VA families to see if there is interest in checking out books from DDE; Barb: we can send an email directly to our VA parent group</p> <p>-haven't opened up holds for students but will come in the future</p> <p>-Early Morning Checkout: open during arrival time until bell rings with help of assistant and "Media Minions"</p> <p>--Q: Can we still have 5th grade students help with early morning checkout? A: Not yet due to covid protocols</p> <p>--Maybe opening up holds will help along with dropping off books on cart available outside of media center</p>

10 minutes	Review/explain <a href="#">WakeForward</a>	Stephanie	Family & Community Partnerships Monthly Davis Drive Family Night @ West Regional Library -working out all details with West Regional -beginning in November -work toward literacy goals by sharing helpful tips and tidbits with families -PTA has discussed ways to support this initiative
10 minutes	Grade level/ Department updates	Grade level/department representatives	Updates and opportunities for collaboration: -K: still getting into the groove; will continue to discuss at next meeting -3: trying to use Big Universe and SchoolNet; practice logging into Chromebooks--now that all students have their personal devices, this will improve -4: trying to save paper; working on finding a balance between paper and digital. Wanda can talk to your grade level about Blended Learning models to help with that. -AIG: 1:1 has really helped speed up the process -parent: Q-receives a Google Notification but doesn't align with homework A- -Admin: thankful for PTA and all of their support of DDE -Wanda: at DDE on Monday mornings (YAY!!)
5 minutes	Promote professional learning opportunities	Stephanie	Share <a href="#">Building Classroom Culture for Digital Learning</a> -very practical for the classroom. Similar to the three required classes last year, but better!
5 minutes	Future meetings	All	In person or virtual? Take the survey <a href="#">here</a> . Remember to take a picture!

**Action Steps:**

Meeting dates for the rest of the year:

- Nov. 9
- Dec. 7
- Feb. 1
- Mar. 1
- Mar. 29
- May 3

Next meeting topics: