

Pandemic Operations Technology Committee

September 2 Agenda and Notes

Present: Charlie Gerke, Matt Mitchell, Mark Meier, Chad Busarow, Cerissa Harper, Ken Berger, Jessica Harper, Jennifer Lynn, Zack Wnek

No agenda was published for this meeting, but we discussed the following:

1. Canvas updates:
 - a. Tech crew reported that parents are now able to be “paired” with their students, but their difficulties with the app, and with parents who are also MSD employees trying to use their MSD email address. It is recommended that parents use their personal email address and set up through the Canvas website instead of using the app until this can be resolved.
 - b. MSD admins and tech crew will meet tomorrow to onboard/support process for parents. Cerissa and Zack both emphasized the need to clarify and publish these processes asap. MMS teachers noted that they have identified one of their Canvas trainers as the “go to” person for parents who need help with Canvas. This suggestion will be shared with the other administrators.
 - c. MSD approved the purchase of the Studio video editing and streaming component of Canvas. This should be available to teachers before the end of the week.
 - d. Canvas for sub teachers: Possible options to allow substitute teachers to access Canvas were discussed and will also be discussed with the admin group tomorrow.
2. Video conferencing: MSD approved the use of both Zoom and Teams for the first semester. Zoom will be phased out at the end of the semester if Teams provides the updated features for breakout sessions, participant viewing, etc.
3. Additional technology needed for online instruction: Mark noted that there has been a request for external microphones to accommodate more mobile teachers’ instructional style. He has provided teachers an option to try. Jessica reported that she has been “scrounging” webcams for teachers who do not currently have one to use until the new cameras arrive. Mark also noted that there is a cart of donated laptops at MHS that may also be available for use and that those laptops do have cameras. Ken will check the status of those.
4. Charlie noted that he now has an updated list of families without internet and will pursue options for helping those families get connected.
5. Next meeting will be on Wednesday, 9.9.2020 at 10 a.m. via Teams. After that date, following the start of school, meetings will be held on an as needed basis.