



Technology Planning Meeting

MINUTES

11/24/09

11:04 AM

1W26

MEETING CALLED BY	D. Fanning
TYPE OF MEETING	Planning
FACILITATOR	D. Fanning
NOTE TAKER	D. Fanning
TIMEKEEPER	D. Fanning
ATTENDEES	

<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>	<u>E-Mail</u>
David Fanning	APO	(718) 804 – 6504	dfanning@bths.edu
Randell Barclay	AP Technology/Physics	(718) 804 – 6574	rbarclay@bths.edu
Joseph Kaelin	AP Math	(718) 804 – 6580	jkaelin@bths.edu
Brian Cosgrove	Consultant – Alumni Foundation	(718) 804 – 8501	bcosgrove@optonline.net
Gavin Sukhai (NP)	Head Computer Tech BTHS	(718) 804 – 6543	gsukhai@bths.edu
Liju Abraham	Associate Computer Tech	(718) 804 – 6543	lbrahim@bths.edu
Park Fung	Teacher	(718) 804 – 6574	pfung@bths.edu
Macrae Maxfield	Teacher	(718) 804 – 6560	mmaxfield@bths.edu
Randy Levadas	Teacher	(718) 804 – 6531	rlevadas@bths.edu
David Newman	Teacher/HS Coordinator	(718) 804 - 6428	dnewman@bths.edu
Scott Milczewski	Teacher	(718) 804 – 6574	smilczewski@bths.edu



Agenda topics

11:04 – 11:10 AM

REVIEW OF MINUTES

D. FANNING

DISCUSSION	The committee reviewed the minutes from last meeting
CONCLUSIONS	The minutes were adopted as written

11:10 AM – 11:40 AM

REVIEW OF ACTION ITEMS

G. SUKHAI

DISCUSSION	Mr. Fanning facilitated a review and report of the action items from last meeting	
CONCLUSIONS	The Committee reported as follows:	
Review infrastructure problem with all student labs. Resolve issue with DOE.	G. SUKHAI	11/24/09
Mr. Abraham reported that the issue has been resolved with DIT's replacement of two of the server hard drives. A third drive is still malfunctioning but it is a back up drive. Mr. Barclay and Mr. Fung report that the computer labs are reporting no server related IP address problems.		
Conduct needs analysis for all computer labs	P Fung	11/24/09
Needs analysis submitted (see attached). Technology team requests that we revise the plan to include a more discrete software list individual to each lab. Many of the labs do not have machines powerful enough to support all of the software requested properly. Mr. Barclay and Mr. Fung agreed and will submit revised versions		
Submit schedule for re-imaging of labs afterschool	G. Sukhai	11/24/09
Mr. Abraham reported that the schedule had been tentative to complete one lab per week. Due to other building concerns the technology team was behind schedule and has only completed 6N2 to date. Mr. Barclay requested that the imaging of the labs been given the highest priority in order to ensure efficient operation of the labs.		
Conduct book room reviews for all departments	D. Fanning	11/24/09
Mr. Fanning reported that the Technology team conducted a very thorough review of the Social Studies book room. The team was currently working on the Math Department.		
Science (MAXFIELD): 1) Quant Lab (3E6) – need 15 machines replaced/repared. Need internet and printer connection. 2) Enviro Lab (3E12) – Needs analysis already conducted by Sukhai/Fanning/Cunningham. 3) Chem Office (4S8) – Need new software installed (see MAXFIELD)	1) Estimated completion date 11/25/09 2) Estimated start date 11/30/09 3) Completed	
LOTE (LEVADAS) 1) Investigate the possibility of purchasing a larger laptop cart 2) Bad battery in laptop 3) Laptop too warm 4) Teacher center in library cannot open PDF files	1) No such item found 2) Done 3) Done 4) Done	
Social (NEWMAN) 1) SS Office: Like the computers would like to thank the Principal and the Alumni Foundation. No issues. 2) Would like a laptop cart for the department to share. 3) Would like some access to 21st century classrooms 4) Would like access to computer labs.	1) Thank you 2) Will investigate 3) Will investigate 4) Will investigate	



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Conduct needs analysis of departmental needs		ALL	11/24/09
Mr. Barclay submitted a list of departmental needs (see attached). All other departments reported no new business			
11:35 AM – 11:45 AM		NEW BUSINESS	D. FANNING
DISCUSSION	Mr. Fanning asked if anyone had any new business for review		
CONCLUSIONS	The committee had no new items		
ACTION ITEMS			
	PERSON RESPONSIBLE	DEADLINE	
Next committee meeting 12/22/09, 11:04 AM, Rm. 1W26	All	12/22/09	
Submit a more discrete needs analysis for all computer labs	Barclay/Fung	12/04/09	
Continue re-imaging labs as per needs analysis (REPORT)	G. Sukhai/L. Abraham	12/22/09	
Conduct review of departmental book rooms (REPORT)	D. Fanning	12/22/09	
Complete work on Environmental Lab 3E12	G. Sukhai/L. Abraham	12/22/09	
Complete departmental needs request from Physics/Engineering (REPORT)	G. Sukhai/L. Abraham	12/22/09	
Conduct needs analysis of departmental needs	Technology Liaisons	11/24/09	
Attachments	Needs Analysis (Labs); Departmental Needs (Physics and Engineering)		