Minutes of meeting in the Reed Intermediate School computer lab.

Present: L. Roche, Chair   J. Robinson
             D. Leidlein   L. Gejda
             K. Alexander   Numerous Staff and Administrators

Item 1 – Call to Order
Mrs. Roche called the meeting to order at 4:34 p.m.

Item 2 – Public Participation - none

Item 3 – New Business
        a. Discussion on calendars
The discussion revolved on how the school calendars do not consistently show district events
and it becomes difficult to understand which events are the same. The understanding now is
that this was a technical problem with the SchoolDesk that seems to have been overcome. It
now looks like we can include the district calendar and its formatting in the individual school
calendars.-C.Amodeo will contact SchoolDesk to find out how to get all schools to pull in the
district calendar and how we can force categories to be the same
        b. Discussion of menu items
Consistency across menu items will help parents with students at multiple schools find common
and similar items. This also affects parents as their students move through schools. When the
websites were moved to SchoolDesk some consistency was applied at the main menu level.
Adding consistency for items at the submenu level where possible was suggested.-C.Amodeo
will put together the website admins for a DTC-like discussion on submenu items
        c. General questions about website
1. Questions were asked about what parents like and what requests have been received.-The
    current suggestion is that we apply consistency with the ideas we have come up with and
    then do a survey to find out what is liked and what could use more improvement.
2. A question was asked about how much time webmasters are spending on keeping sites up
    to date.-Sometimes it can take 10hrs per week
3. People have commented on how much they like the pictures at the top of each school page
    and the blog entries at the High School. Based on this, a "brag" page was suggested for
    each school. Various forms were suggested including the slideshow available on Hawley's
    site and the Congratulations on the Middle School site.-Each school should consider what it
    can add to draw people in and show some of the good things being done at each school
4. It was noted that the image module in SchoolDesk used for scrapbook images at Hawley
    does not allow for descriptions attached to the images though the image editing tool can add
    text overlaying the image.
5. There was a discussion about personally identifiable information relating to images and
    items posted on potential brag pages.–J.Robinson suggests erring on caution. Hawley
    chooses only to post only first name with last initial when mentioning students but uses no
    name when pictures are shown
6. Page updates from another school system are available on an RSS feed (a push of the
    updates that can be subscribed to).-SchoolDesk only has RSS available on teacher

websites specifically so if a teacher chooses to use it, parents and students would have to subscribe to it specifically

7. The question was asked about how C.Dumais gets blog entries.-C.Dumais said he always asks teachers to send in what they are doing

8. Tracking hits on websites was discussed. C.Dumais has had 750k hits in 3 years.-SchoolDesk has been set up to report on hits but it only covers the district page at the moment. Since Feb 10 (18 days) 30000 hits on home page, 129 hits on BOE budget page. SchoolDesk will expand to give results on all schools but note that everyone, including teachers logging in, will hit the home page so those numbers will be inflated. Teachers can put hit counters on teacher pages

9. It was noted that the school menus are not all found at the same place and are often not current. Chartwells does not seem to send or notify schools of updated menus, they are only sent to the district. Rather than emailing them to each school from the district, it was suggested that each school link to the menu location on the district site.-J.Lemire will send a link to all school webmasters

10. Schools do not use the same mechanism to send out information. Some schools push their newletter and others use sign up system. SchoolDesk has a mechanism but the School Messenger system already has the email listings.-J.Robinson agrees that next year, all schools will use the same push mechanism through School Messenger

11. J.Robinson commented on a school that used a backpack icon on each school page that would link to all the items that a school would normally send home with students (in their backpacks). This system could cut down on paper being sent home and avoid items lost in the backpacks.

12. Access from mobile sites was brought up. SchoolDesk does not currently have anything for mobile devices.-C.Amodeo will check on any new updates and whether there are any work-arounds for the emergency notices requiring JavaScript on the client

Item 4 – Adjournment

MOTION: Mr. Alexander moved to adjourn. Mrs. Roche seconded. Vote: 2 ayes
The meeting adjourned at 5:35 p.m.

Respectfully submitted:

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Keith Alexander
Secretary