MINUTES OF A PUBLIC WORK SESSION OF THE BOARD OF EDUCATION
OF
**PERRY TOWNSHIP SCHOOLS**
**MARION COUNTY, INDIANA**


August 28, 2017


The Board of Education of Perry Township Schools, Marion County, Indiana, held a public work session on Monday, August 28, 2017 at Perry Township Education Center, 6548 Orinoco Avenue, Indianapolis, IN 46227 at 6:00 p.m.


Board of Education members present:
    **Kenneth J. Mertz,** Board President
    **Edward T. Denning,** Board Vice President
    **Jon P. Morris,** Board Secretary
    **Emily Hartman,** Board Member
    **Steve Johnson,** Board Member
    **Stephen M. Maple,** Board Member
    **Charles R. Mercer, Jr.,** Board Member


Administrative Staff present:
    **Mr. Pat Mapes,** Superintendent and Associate Superintendent
    **Mr. Chris Sampson,** Associate Superintendent of Operations
    **Mr. Bob Bohannon,** Assistant Superintendent of Career Preparation, 6-12
    **Mrs. Vickie Carpenter,** Assistant Superintendent of Foundational Learning, Pre K-5
    **Mr. Mike Bagley,** Chief Financial Officer
    **Mr. Matthew Willey,** Chief Technology Officer


Mr. Mertz called the meeting to order at 6.30 p.m.

Mr. Bagley reviewed the propose 2018 budget, Capital Projects Plan and Bus Replacement Plan. Mr. Bagley stated the Finance Committee was presented this information last week. Mr. Morris asked how we decide when to use the repair and replacement fund versus the rainy day fund. Mr. Bagley stated statute allows $75,000 per year in the repair and replacement fund, for example if a boiler or a transformer goes out.


Mr. Willey presented a status of the Information Technology department:

❖ Back-end Systems

- Skyward Student Information System - 661 GB of data
- Financial Management System
- 62 Servers (most virtual)
- File and data storage - 14 TB of online storage
- Integrations:
    - Pearson
    - Houghton Mifflin
    - Canvas
    - Google
    - Caroline Scientific
    - Evaluate
    - MH Connect Ed
    - Pivot
    - Waterford
    - IXL
    - FitnessGram

- **State Related:**
  - Accuplacer
  - ISTEP/ECA
  - IREAD
  - Over 30 state and federal reports

❖ <u>User Devices</u>

- <u>Computers</u>
  - 18,060 Chrome devices
    - 1:1 for each student in grades 1-12
    - Each Kindergarten classroom contains 10 touchscreen portable devices
    - Every certified staff member
    - Spares

- <u>2,321 Windows Machines</u>
  - Interactive Boards/Teacher Desks
  - Computer labs
  - Offices

- <u>Interactive Screens</u>
  - All core curriculum classrooms and many special ed classrooms
  - Projectors/Smartboards in most classes
  - Interactive LCD in WV, kindergarten academies, and new additions
  - Replacement planning

❖ <u>Infrastructure</u>

- <u>Internal Networks</u>
  - 270 network switches
  - 1,053 wireless access points

- <u>Building Connections</u>
  - 1 GB/sec to high schools
  - Minimum 250 mb/sec to all other buildings
  - Private leased connections

- <u>Internet Access</u>
  - 4 GB/sec connected to POP
  - Firewall and filtering system

❖ <u>Telephony</u>

- <u>User Phones</u>
  - 1,271 voicemail boxes
  - Private dial tone to all devices
  - Replacement with Cisco system

- <u>Other Devices</u>
  - Fax machines
  - Fire alarms
  - HVAC
  - Elevators
  - Security systems

❖ <u>Support</u>
- <u>Contacting Us</u>
  - Helpdesk Hotline
  - Online work order system
  - User entry

- Work order updates
- Helpdesk e-mail ticket creation

- School Start-Up
    - 622  phone calls week of 7/24
    - 730  completed work orders 7/24-8/22

- How we Support
    - Specialized support teams
        - 1-8  1:1  device management team
        - 9-12  dedicated technicians
        - Database support for SIS, Business, Food Service, State Reporting and Integrations
        - Field technicians for troubleshooting, cable connections, bulbs, printers
        - Warehouse technicians for delivery, advanced repairs
        - Dedicated trainers

- Work Management
    - Time to resolution / Classroom focus
    - Centralized flow

Mr. Mercer asked about Pivot.   Mr. Willey explained Pivot is a data warehouse.  A teacher can see the class SRI's over the past four years and see their growth.  The teacher can see a specific student.  They can see ISTEP data. There are all types of data sources within Pivot.  Students are also using Pivot to see/check their data.  Parents also use is to see their child's data and can compare to previous years.

Mr. Mercer asked are we using all of these data tools.   Different teachers at different grade levels use different tools.  Pivot is a good tool for teachers to use at the beginning of the year to see where students are. Evaluate does a great job to see where a student/class is.  IXL gives practice where we can take data and assign different practice modules; it provides a lot of differentiation.   Waterford is an adaptive learning environment that younger students use a lot and teachers can do custom grouping; low, medium and high.  The use of Canvas has increased over 200 teachers.  An entire building is using Canvas.  There are different levels of use depending on the product and the need.  We make a lot of use of various products.

Mr. Mercer asked what kind of time does it take a teacher away from instruction, the educational process to use data tools.   There is a learning curve when a teacher uses a data tool for the first time. At the beginning of the year, a little more time is required to set up classes.  Teachers use their prep time and there are opportunities to gather as a group for assistance; some teachers work on their own outside of the instructional day.  Time is not taken away from instruction.

Mr. Mertz asked if Google and Canvas are our two biggest platforms?   Google Classroom has been used for younger grades and Canvas has been used for older. Yes, they are our two major platforms.  Henry Burkhart has adopted Canvas building wide.  Mr. Mertz asked do they work similarly, offer the same things and are there nuances? Yes, there are nuances with each.  Canvas is more in depth.  Canvas goes deeper and does a lot more discussions. Canvas is integrated with Skyward.  A teacher can give an assignment, quiz or test in Canvas and with a push of a button, those grades are downloaded into Skyward their digital gradebook.  Teachers and buildings are doing great things and can share tests, etc.

Mr. Morris asked how much in-service training is given to teachers.  During the summer, a lot of Canvas training is given and offered.  A lot of Canvas training is given during Cluster.   If an entire building goes with Canvas, a dedicated in-service is given to that building.   Mr. Morris asked if training is ongoing.  Yes, it is.

Mr. Johnson asked how many Chromebooks were damaged and/or replaced each year.  Mr. Willey stated we planned for damage and replacement.  Approximately 90% of damage is screens and some keys popped off. Buildings are charging students for the damage/replacement.   We find we are not replacing machine, but more parts.  Replacing a screen is much less than replacing an entire Chromebook.  We see the heaviest damage at the middle school.  At the high school, we experience more lost cases and A/C adaptors.

Mr. Denning asked if students are paying for the repair and replacement.   Mr. Willey stated we make sure every student has a device.  We fix it and get it back to them.  We charge the student/family in the same way they are charged for food services and textbook rental.  We do our best to recover the fees.

Mr. Mertz asked with 18,000 Chromebooks, when does typing instruction start?   Formalized typing instruction begins in grades 1-4 with a Chrome based tool called Typing Agent.  Students may also practice at home.  Mr. Mercer asked if we actually teach traditional typing.  'Typing Agent' is a keyboarding program.

Mrs. Hartman asked what the hours are for the Helpdesk.   Hours are 7:00 a.m. to 4:00 p.m.   The majority of the call load is from 7:00 to 11:00 a.m.  We receive very few calls after 3:00 p.m.   We receive emails in the evening and those get answered until 9:00 p.m.

Mr. Mertz asked what size staff you have.   We have a staff of 20 and a total of approximately 20,000 devices.

Mr. Mertz asked if the board can have information regarding Canvas in the future.  He stated he understands that Canvas is being used at the collegiate level.  Yes, it is.  Indiana University is using Canvas for their state-wide program.

CSO Architects and Skillman Construction gave a presentation on a schematic design for Perry Meridian and Southport Sixth Grade Academies and Middle Schools on how the schools can be added onto to house and educate the increased enrollment in Perry Township.   A plan to add ten classrooms and two levels to Southport Middle/Southport 6th Academy is needed to for the surge in enrollment.  The cafeteria would need to be expanded to prepare and feed additional students.  Additional parking space would be added to the north side of the building to make up for the parking spaces lost to the new construction.  For Perry Meridian Sixth Grade Academy and Middle School, the plan for additional classroom and the conversion of common areas into classrooms was presented.  The cafeteria will need to be expanded to handle the extra hundreds of students. After a traffic study was done, parking and a new drive is a part of the plan to help with traffic flow.  The board discussed restrooms, parking, traffic, cost, adding trailers, options, etc.  The question was also asked, should we consider three middle schools?   This plan will be taken to the next board meeting.

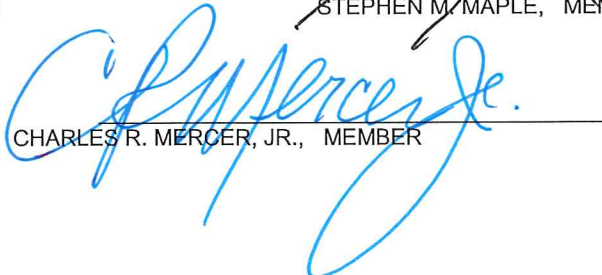The meeting was adjourned at 7:37 p.m.


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KENNETH J. MERTZ, PRESIDENT              EDWARD T. DENNING,   VICE PRESIDENT

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JON P. MORRIS,   SECRETARY               EMILY R. HARTMAN,   MEMBER

_____          _____
STEVE JOHNSON,  MEMBER                   STEPHEN M. MAPLE,   MEMBER

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CHARLES R. MERCER, JR.,   MEMBER